2

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20 **OPEN DATE: 2019-09-11**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with DME Delivers, LLC d/b/a DME Visual, LLC for Printing and Installation Services by $100,000.00 due to location changes and additional signage required for event production/hosting. The requested total annual expenditure not-to-exceed $265,000.00. The revised total award expenditure not-to-exceed $733,051.00.

Total funding for this project will be:

Funding Sources: 00113.133101.548010/549040/544020. All Activities
00111.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order releases POA-0B01905.

Attachments: Recommendation Memo, Agency Letter, Previous Awards

ANALYST: LEEANN WARCHOL **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ALEX ALSTON, CHIEF, SPORTS & ENTERTAINMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Sports & Entertainment Office, Special Events
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-5422
www.coj.net

June 4, 2024

To: Dustin Freeman, Chief
Procurement Division

From: Alex Alston, Chief
Sports & Entertainment Division

Subject: FY24 Printing and Installation Services for Special Events by DME Delivers, LLC dba DME Visual, LLC SC-0222-20/POA-0B01905 Amendment Request

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The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment requests to amend award SC-0222-20/POA-0B01905 for Printing and Installation Services for Special Events by DME Delivers, LLC dba DME Visual, LLC. Agency is requesting an annual increase of $100,000 due to event location changes, additional signage required for event production/hosting, as well as additional events not originally included when the bid SC-0222-20 was procured. Period of service will remain through September 30, 2024.

Amended annual expenditures are not expected to exceed $265,000.00 with total award not expected to exceed $733,051.00 and payments will be processed by Purchase Order releases from the assigned POA-0B01905.

Funding Sources: 00113.133101.548010/549040/544020. All Activities
00111.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

Attachments: Renewal Letter from Supplier

JMK

CC: Jennifer Malice-Kelly, Finance Manager Division of Sports & Entertainment

2

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20 **OPEN DATE: 2019-09-11**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the fourth and final renewal option with DME Delivers, LLC d/b/a DME Visual, LLC for Printing and Installation Services for Special Events. A request of price escalation increase for line items #7, 19, 20. All other terms & conditions will remain the same. Period of service will be from October 1, 2023 through September 30, 2024. The requested total annual expenditure not to exceed $165,000.00. The revised total award expenditure not to exceed $633,051.00.

Funding Sources: 00113.133101.548010/549040/544020. All Activities
00111.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order releases POA-0B01905.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/7/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/7/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20 **OPEN DATE: 2019-09-11**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third of four (4) one (1) year renewal options with DME Delivers, LLC d/b/a DME Visual, LLC for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. A request of price escalation increase based on CPI for line items #1, 2, 7, 8, 12, 18, 19 and an additional item #20 signage removal for $2 50/square foot All other terms & conditions will remain the same. Period of service will be from October 1, 2022 through September 30 2023 The requested total annual expenditure not to exceed $130,000.00. The revised total award expenditure not to exceed $468,051 00

Funding Sources: 00113.133101.548010/549040/544020. All Activities
00111.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order releases POA-0B01905

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022 No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/25/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/29/22

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-09-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4) one (1) year renewal options with DME Delivers, LLC d/b/a DME Visual, LLC for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. A request of price escalation for Line Item #2, 9-10oz Mesh Banners with Grommets from $2.25 sq. ft. to $2.60 sq. ft. resulting in an increase of $3,500.00. All other items remain the same price and terms & conditions. Total requested annual expenditure not to exceed $115,017.00. The revised total award expenditure not to exceed $338,051.00. Period of service will be from October 1, 2021 through September 30, 2022.

Funding Source: 00113.133101.548010/549040/544020. All Activities
00011.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/29/21

OTHER:

ACTION OF AWARDING AUTHORITY DATE

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
for Mayor Lenny Curry
under Authority of
Executive Order No: 2019-02

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-08-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 28 NUMBER RECEIVED: 6 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2020 to date of award

Recommend approval to utilize the first of four (4) one (1) year renewal options with DME Delivers, LLC d/b/a DME Visual, LLC for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. Total requested annual expenditure not to exceed $111,517.00. Total award expenditure not to exceed $223,034.00. Period of service will be from date of award through September 30, 2021.

Funding Source	00113	133101	549040	000000	00001328	00000
	00113	133101	548010	000000	00001328	00000
	00113	133101	544020	000000	00001328	00000
	10302	133101	549006	000000	00000000	00000

To be executed by Purchase Order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/22/2020

OTHER:

ACTION OF AWARDING AUTHORITY DATE

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Brian Hughes

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-09-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 29 NUMBER RECEIVED: 6 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive responsible bidder DME Delivers, LLC d/b/a DME Visual, LLC in the amount of $111,517.00 for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. Period of service will be from date of award through September 30, 2020, with four (4) one (1) year renewal options.

Funding for this award to be encumbered by SPET01ASE-04801/04938 and PRSE13ISE-04504, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheets, Terms and Conditions, Specifications

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Grant Fine, Special Events Manager, Sports & Entertainment Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/03/19

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 10/3/19

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-02