ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **March 4, 2020**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **TIAA BANK FIELD LED SPORTS LIGHTING RETROFIT.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

TO: Gregory Pease, Chief of Procurement

FROM: Michael Kenny ASM

SUBJECT: Certification Letter for Sports Lights at TIAA Bank Field

DATE: March 3, 2020

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of the Sports Lighting Installation at TIAA Bank Field. The evaluated bid process is required due to the complexity of the scope and integration into the current operating environment, the differences among the vendors' solution and the importance of the qualifications of the providers versus a low bidder, open market method. In order to ensure that our minimum requirements are met, the evaluated process would be the fairest way to select the vendor. While cost and budget concerns will bear weight, the way in which the vendors accomplish the solution will have an impact on customer service and employee efficiency.

There are currently no bids or contracts out for these services.

The sub-committee responsible for evaluating the submitted proposals will be comprised of representatives from ASM..

The names and telephone numbers of the representatives designated to serve in the

committee are:

Bill McConnell 904-630-0336

Mike Kenny 904-633-6121

Lyle Klemmt 904-630-3934

Bill Brennan 619-249-7336

It is our desire that this job be awarded in the form of a contract upon selection of the

winning vendor. Thanking you in advance for considering our request.

TIAA Bank Field

One EverBank Field Drive, Jacksonville, FL 32202
(904) 633-6100 - www.jaxevents.com

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

March 3, 2020

To: Gregory Pease, Chief
Procurement Division

From: Teresa Otto Bocchieri, Business Compliance Officer
Jacksonville Small & Emerging Business Office

Re: **TIAA Bank Field LED Sports Lighting Retrofit**

The Jacksonville Small & Emerging Business Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation **10%**
- ☐ Set-A-Side

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

cc: Dave Klages
Rose Nettles

Klages, David

From: Pease, Gregory
Sent: Tuesday, March 03, 2020 3:45 PM
To: Klages, David
Subject: Fwd: TIAA Field Lighting RFP-COJ Service Template
Attachments: image002.jpg; ATT00001.htm; image002.jpg; ATT00002.htm; image003.jpg; ATT00003.htm; TIAA Field Lighting RFP-Using COJ Service Template_ (risk approved).doc; ATT00004.htm

Sent from my iPhone

Begin forwarded message:

From: "Duckworth, Twane" <TwaneD@coj.net>
Date: March 3, 2020 at 3:14:14 PM EST
To: "Pease, Gregory" <GPease@coj.net>, RiskReview <RiskReview@coj.net>
Cc: "Verdejo Magras, Wanda" <WVerdejo@coj.net>
Subject: RE: TIAA Field Lighting RFP-COJ Service Template

Greg,

Please see the final response for this matter.

This will conclude Risk Management's review unless further notified.

Respectfully,

Twane Duckworth, J.D., ARM, CIC
Chief of Risk Management

From: Pease, Gregory <GPease@coj.net>
Sent: Monday, March 2, 2020 4:24 PM
To: Duckworth, Twane <TwaneD@coj.net>; RiskReview <RiskReview@coj.net>
Subject: FW: TIAA Field Lighting RFP-COJ Service Template
Importance: High

Twane,

Another hot one. We're still reviewing the RFP but the scope will not change. Trying to get on CSPEC this Thursday.

Thank you sir.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department