SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE: 2018-02-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first (1) of three (3) renewal options with Event Services America, Inc. DBA Contemporary Services Corp., to continue providing crowd management services for the Office of Special Events. Period of service is from October 1, 2018 through September 30, 2019 with two (2) one (1) year renewal options remaining. Total annual expenditure not-to-exceed $181,200.00, for a revised award not-to-exceed $362,400.00.

Funding for this award to be encumbered by accounts SPET01ASE-03405 and PRSE134SE-04904, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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, Bid Tabulation Sheet, Terms and Conditions, Previous Award

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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(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 _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Office of Special Events
117 W. Duval Street
Jacksonville, FL 32202
(904) 630-3690
www.coj.net

MEMORANDUM

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

FROM: **Brent Fine, Special Events Manager**

SUBJECT: **FY19 Crowd Management Services – SC-0404-18**

DATE: **September 13, 2018**

The Office of Special Events requests to exercise the first renewal option of award SC-0404-18, for Crowd Management Services provided by Event Services America, Inc. d/b/a Contemporary Services Company for the period beginning October 1, 2018 through September 30, 2019.

Attached is a written agreement from the vendor exercising the renewal option at the same price and terms and conditions.

Annual expenditures are not expected to exceed $181,200 and payments will be processed by Master Blanket Purchase Order: 8A07948.

FUNDING SOURCE: SPET01ASE-03405 & PRSE134SE-04904

ATTACHMENTS:

- **Current FY18 Award**
- **Renewal Letter from Vendor**

CONTEMPORARY SERVICES COMPANY

9-12-2018

RE: Renewal Letter City of Jacksonville – Event Security - SC-0404-18

To Whom it May Concern;

This letter is to express our desire to continue with our agreement for the 2018-2019 fiscal year, October 1, 2018 to September 30, 2019. Below please find the rates for the upcoming year.

Event Manager	$25.00
Supervisor	$21.00
Security Guard	$19.00
Event Staff	$18.00

Please let me know if you have any questions or concerns.

Thank you,

Steven Kirkland

CSC Jacksonville Branch Manager

Cell - 904-361-8030

Email – skirkland@csc-usa.com

BID TABULATION SHEET

TITLE: CROWD MANAGEMENT SERVICES - RE-BID
BID NO.: SC-0404-18
OPEN DATE: FEBRUARY 21, 2018 @ 2:00 P.M.
BUYER: CHELSEY FLEMING, ANALYST
No. Invited: (8) No. Received (2) No Bids: (0)
Recorded By: John Hernandez

ITEM #	DESCRIPTION	QTY/UOM	MOSES SECURITY SERVICES, INC. UNIT PRICE	MOSES SECURITY SERVICES, INC. EXT.PRICE	EVENT SERVICES AMERICA, INC. DBA CONTEMPORARY SERVICES CORP. UNIT PRICE	EVENT SERVICES AMERICA, INC. DBA CONTEMPORARY SERVICES CORP. EXT.PRICE
1	Security Guard	6000/HR			$19.00	$114,000.00
2	Security Supervisor	600/HR			$21.00	$12,600.00
3	Event Manager	300/HR			$25.00	$7,500.00
4	Ticket Taking Staff	200/HR			$18.00	$3,600.00
5	Guest Services Staff	300/HR			$18.00	$5,400.00
6	Ticket Taking/Guest Services Supervisor	500/HR			$21.00	$10,500.00
7	Box Office Sales Staff	300/HR			$18.00	$5,400.00
8	Usher	150/HR			$18.00	$2,700.00
9	Parking Attendant	500/HR			$18.00	$9,000.00
10	Parking Supervisor	500/HR			$21.00	$10,500.00
	GRAND TOTAL:				**$181,200.00**	
	TERMS:		NOT STATED		NET30	
	DELIVERY:		NOT STATED		NOT STATED	
	CONFLICT OF INTEREST:		YES		YES	
	INSURANCE AGENT ACKNOWLEDGEMENT FORM:		YES		YES	
	MINIMUM REQUIREMENTS:		NOT PROVIDED		YES	
	ADDENDUMS(2)		ONE ONLY		YES	
	NOTES:					

TERMS AND CONDITIONS
CROWD MANAGEMENT SERVICES – RE-BID

1. SCOPE

The Office of Special Events of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these services and to obtain pricing commitments for Crowd Management Services.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2018, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. MANDATORY PRE-BID CONFERENCE

A MANDATORY pre-bid conference will be held on Wednesday, February 7, 2018 at 10:00 A.M., located at Jacksonville City Hall, 117 W. Duval Street, Suite 280, Jacksonville, FL 32202. A conference call option for the pre-bid meeting is also available, with all information listed below.

CONFERENCE BRIDGE LOCAL NUMBER IS 904-630-1211

CONFERENCE BRIDGE TOLL FREE NUMBER IS 1-800-299-9355 THEN EXTENSION 1211

CONFERENCE BRIDGE PASSWORD IS 12345 THEN # (POUND)

5. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor must have experience working with the Jacksonville Sheriff's Office and the Jacksonville Fire and Rescue Department.
b. Vendor must have experience working at least 10 or more major Music Festivals or other Festival Style Events with over 40,000 attendees per day. At least four (4) major events must take place outdoors in an open-air environment (street festival).
c. Vendor must have experience working street-parades in excess of 20,000 attendees per day.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

8. **DELIVERY**

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-630-3690 or by City email.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: City purchase order number, item number and description, date and time of delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, and unit of measure.

9. **ESCALATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. **PRICES**

All unit prices shall include consulting of staff needs for the event, scheduling of staffing, staff uniforms including ID badges, and on-site two-way communication radios as outlined in the bid documents.

11. **PICK UP AND RETURNS**

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications.

12. **COMPLIANCE WITH SPECIFICATIONS**

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. **INVOICING**

Invoices will be issued to the City of Jacksonville once supplies/services are fully rendered. At a minimum, invoices must include; City purchase order number, item number and description, date and time of shipment delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Office of Special Events, 117 W. Duval Street, Suite 280, Jacksonville, Florida 32202.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid. reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE: 2018-02-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Moses Security Services, Inc., for not submitting evidence of meeting the minimum requirements as requested in the Terms and Conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Event Services America, Inc. DBA Contemporary Services Corp., to provide crowd management services for the Office of Special Events, with the Terms and Conditions being contingent upon an executed contract agreement. Period of service is from date of award through September 30, 2018 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $181,200.00.

Funding for this award to be encumbered by accounts SPET01ASE-03405-EVTADM-18 and PRSE134SE-04904, to be executed by purchase order(s) and Services Contract.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5/10/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/10/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05