SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17 **OPEN DATE: 2016-10-12**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend contracted vendor name from DME Partners, LLC, DBA CORR Digital and Graphics Solutions to DME Delivers, LLC d/b/a DME Visual, LLC, and authorizing assignment of the subject award for continued services under the current terms and conditions. This is a corporate structure change only and there are no personnel changes. The period of service to remain unchanged through September 30, 2019. Total annual expenditure to remain unchanged at $100,000.00 and the total award expenditure to remain not-to-exceed $310,000.00.

Attachments: Recommendation Memo, Vendor Letter, Vendor W9, Terms and Conditions, Previous Awards

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

---

(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

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

SUBJECT: **DME Delivers – SC-0290-17**

DATE: **October 31, 2018**

The Office of Special Events requests to amend SC-0290-17 by replacing DME Partners, LLC d/b/a Corr Digital and Graphic Solutions with DME Delivers, LLC d/b/a DME Visual, LLC. This is a corporate structure change only and there are no personnel changes. Per the vendor, the City can expect to receive the same level of customer service, product quality and installation expertise.

The period of service for this award ends September 30, 2019 with one (1) renewal option remaining. Total annual expenditure not to exceed $100,000.00, for a total award expenditure not to exceed $310,000.00.

Supporting documentation is enclosed, which includes a letter from the vendor and a new W-9. These services are currently procured under Master Blanket Purchase Order, 8A07534. With this change in ownership, a new Master Blanket Purchase Order will be needed.

FUNDING SOURCE – SPET01ASE – 04801/04938 or PRSE134SE - 04904

Torey Vogel
Marketing, Public Relations and Engagement Manager
City of Jacksonville | Special Events
117 W. Duval Street, Suite 280
Jacksonville, FL 32202
904.630.3698 / toreyr@coj.net

RE: Change of ownership of DME Partners
Master Blanket PO# 8A07534 (Vendor. 00015111) (Award #: SC-0290-17)
DME Partners-Wide Format Imaging/Flat Bed Prints/Installation
Contract Term - 48 months / Renewal Period October 1, 2018 through September 30, 2019

The above referenced Contract SC-0290-17 was awarded to Eastern Partners, LLC d/b/a Corr Digital Graphics in October 2016. In April 2018, the award was reassigned to DME Partners, LLC d/b/a Corr Digital and Graphic Solutions and DME Partners, LLC has performed in accordance with the requirements heretofore. The contract was renewed for DME Partners, LLC d/b/a Corr Digital and Graphic Solutions for the period of services beginning October 1, 2018 through September 30, 2019.

As of July 1, 2018, DME Delivers d/b/a DME Visual has taken 100% ownership of DME Partners, LLC d/b/a Corr Digital and Graphic Solutions. This is a corporate structure change only. There will be no personnel changes at the DME Visual, Jacksonville office. DME Delivers d/b/a DME Visual has completed registration on JaxPro.com. (Jacksonville's e Procurement System) Please be sure to make all checks from this date forward payable to: DME Delivers d/b/a DME Visual and mail to 2441 Bellevue Ave, Daytona Beach, FL. 32114.

The City of Jacksonville will continue to receive the same level of customer service, product quality and installation expertise that it expects, and we look forward to our continuing partnership.

If there are any other steps that need to be addressed to make sure this corporate structure change is administered correctly, please notify me as soon as possible. We at DME Delivers do not want any interruption in our relationship with the city.

Sincerely;

Peter Mullers, CFO
DME Delivers
2441 Bellevue Ave
Daytona Beach, FL, 32114

DME VISUAL
LARGE FORMAT PRINTING
ACHIEVE MORE
DMEDELIVERS.COM
2441 Bellevue Avenue
Daytona Beach, FL 32118
DMEDELIVERS.COM | DMEVISUAL.COM | PPILOYALTY.COM | GOGAMEDAY.COM
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All rights reserved

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
DME Delivers, LLC

2 Business name/disregarded entity name, if different from above
DME Visual, LLC

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ C
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3):
Exempt payee code (if any) N/A
Exemption from FATCA reporting code (if any) N/A
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
2441 Bellevue Ave.

Requester's name and address (optional)

6 City, state, and ZIP code
Daytona Beach, FL 32114

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
8 1 – 4 7 0 1 7 4 6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Peter J. Mollen Date ▶ 8/15/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Sunbiz.org Division of Corporations
an official State of Florida website

Previous on List Next on List Return to List Fictitious Name Search
No Filing History Submit

Fictitious Name Detail

Fictitious Name

DME VISUAL LLC

Filing Information

Registration Number	G18000061025
Status	ACTIVE
Filed Date	05/21/2018
Expiration Date	12/31/2023
Current Owners	1
County	VOLUSIA
Total Pages	1
Events Filed	NONE
FEI/EIN Number	NONE

Mailing Address

2441 BELLEVUE AVE
DAYTONA BEACH, FL 32114

Owner Information

DME DELIVERS, LLC
2441 BELLEVUE AVE
DAYTONA BEACH, FL 32114
FEI/EIN Number: 81-4701746
Document Number: L16000226034

Document Images

05/21/2018 -- Fictitious Name Filing View image in PDF format

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No Filing History Submit

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APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G18000061025

Fictitious Name to be Registered: DME VISUAL LLC

Mailing Address of Business: 2441 BELLEVUE AVE
DAYTONA BEACH, FL 32114

Florida County of Principal Place of Business: VOLUSIA

FEI Number:

FILED
May 21, 2018
Secretary of State

Owner(s) of Fictitious Name:

DME DELIVERS, LLC
2441 BELLEVUE AVE
DAYTONA BEACH, FL 32114 UN
Florida Document Number: L16000226034
FEI Number: 81-4701746

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

MICHAEL PANAGGIO — 05/21/2018
Electronic Signature(s) — Date

Certificate of Status Requested ( ) **Certified Copy Requested ( )**

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second (2) of three (3) renewal options to DME Partners, LLC., DBA CORR Digital and Graphics Solutions, to continue providing printing services for the Office of Special Events. Period of service will be October 1, 2018 through September 30, 2019 with one (1) renewal option remaining. Total annual expenditure not-to-exceed $100,000.00, for a total award expenditure not-to-exceed $310,000.00.

Funding for this award to be encumbered by account SPET01ASE-04938/04801 and/or PRSE134SE-04904 to be executed by purchase order.

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 Awards

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: 9/06/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/06/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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** BF

SUBJECT: **FY19 Printing– SC-0290-17 Renewal**

DATE: **August 29, 2018**

The Office of Special Events requests to exercise the second renewal option and increase award SC-0290-17, for printing services provided by DME Partners, LLC 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.

Total revised annual expenditures are not expected to exceed $100,000 and payments will be processed by purchase order(s).

Master Blanket Purchase Order: 8A07534
FUNDING SOURCE: SPET01ASE-04938/04801 & PRSE134SE-04904

ATTACHMENTS:

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

Torey Vogel
Marketing, Public Relations and Engagement Manager
City of Jacksonville | Special Events
117 W. Duval Street, Suite 280
Jacksonville, FL 32202
904 630 3692

RE: Master Blanket PO# 8A07534 (Vendor: 00015111)
Initial Bid # SC-0290-17
DME Partners: Wide Format Imaging/Flatbed Prints/Installation
Contract Term: 48 months/Renewal Period Oct. 1, 2018—Sep. 30, 2019

The above referenced contract was awarded to Corr Digital Graphics and Solutions October 24, 2017 and Corr Digital performed in accordance with the requirements heretofore. Corr Digital has changed ownership and will now change to DME Partners at 2441 Bellevue Ave. Daytona Beach, FL. 32114. Therefore, as indicated by the signature below, DME Partners desires to exercise its option to renew the Contract effective October 1, 2018—September 30, 2019. This renewal period shall be governed by the specifications, pricing, and the terms and conditions set forth in the referenced Contract.

Sincerely,

Peter Mollers
DME Partners—CFO
Peter.Mollers@DMEdelivers.com
386 271.3000 x 3264

ACHIEVE **MORE**
DMEDELIVERS.COM
2441 Bellevue Avenue
Daytona Beach, FL 32118
DMEDELIVERS.COM | DMEVISUAL.COM | PPILOYALTY.COM | GOGAMEDAY.COM

Title: PRINTING SERVICES FOR SPECIAL EVENTS
Bid # SC-0290-17
Bid Date: 10/12/2016
Buyer: Chelsey Renfroe
No. Invited: 12 No. Received: 2 No Bids: 0

Recorded By: Gail Sampson

10/12/2016
Date

ITEM	DESCRIPTION	Est. QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	EASTERN PARTNERS, LLC., dba Corr Digital Graphics UNIT PRICE	EASTERN PARTNERS, LLC., dba Corr Digital Graphics EXTENDED TOTAL
1	Single Sided Print, Wide Format on 13oz - 14oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	12000	EA	$5.00	$60,000.00	$2.25	$27,000.00
2	Single Sided Print, Wide Format on 9oz - 10oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	2000	EA	$5.00	$10,000.00	$2.25	$4,500.00
3	Single Sided Print, Wide Format on 9oz - 10oz Mesh Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	2000	EA	$6.00	$12,000.00	$2.60	$5,200.00
4	Single Sided Wide Format Flatbed Prints, E Flute Stock Material, Full Bleed and Trimmed	500	EA	$3.00	$1,500.00	$1.20	$600.00
5	Single Sided Wide Format Flatbed Prints, C Flute Stock Material, Full Bleed and Trimmed	500	EA	$3.50	$1,750.00	$4.28	$2,140.00
6	Single Sided Prints, Magnetic Stock Material, Full Bleed and Trimmed	200	EA	$6.00	$1,200.00	$5.60	$1,120.00
7	Single Sided Prints, Exterior Floor Graphic High Traffic Area Stock Material, Full Bleed and Trimmed	1000	EA	$8.00	$8,000.00	$6.78	$6,780.00
8	Single Sided Prints, Economy Low Tac Vinyl Stock Material, Full Bleed and Trimmed	1000	EA	$4.00	$4,000.00	$1.89	$1,890.00
9	Single Sided Prints, Static Window Cling Stock Material, Full Bleed and Trimmed	700	EA	$5.50	$3,850.00	$1.56	$1,092.00
10	Single Sided Prints, Drytac Clear PET Film Stock Material, Full Bleed and Trimmed	50	EA	$5.50	$275.00	$3.00	$150.00

Title: PRINTING SERVICES FOR SPECIAL EVENTS
Bid # SC-0290-17
Bid Date: 10/12/2016
Buyer: Chelsey Renfroe
No. Invited: 12 No. Received: 2 No Bids: 0
Recorded By: Gail Sampson

10/12/2016
Date

ITEM	DESCRIPTION	ANNUAL QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	EASTERN PARTNERS, LLC., dba Corr Digital Graphics UNIT PRICE	EASTERN PARTNERS, LLC., dba Corr Digital Graphics EXTENDED TOTAL
11	Single Sided Prints, Perforated Window Cling (50/50, 70/30, or 60/40 option) Stock Material, Full Bleed and Trimmed	500	EA	$5.50	$2,750.00	$5.88	$2,940.00
12	Single Sided Prints, Wide Format Flatbed Print on Styrene Stock Material, Full Bleed and Trimmed	300	EA	$6.50	$1,950.00	$1.90	$570.00
13	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Coroplast Stock Material, Full Bleed and Trimmed, Grommets 3/8" #2 Black	2000	EA	$3.00	$6,000.00	$1.75	$3,500.00
14	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Foamcore Stock Material, Full Bleed and Trimmed	500	EA	$3.00	$1,500.00	$1.72	$860.00
15	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Sintra PVC Stock Material, Full Bleed and Trimmed	300	EA	$3.50	$1,050.00	$3.25	$975.00
16	Commercial Grade Pop-Up Style Banner 30-34"W, 80"+H, Full Color, Includes Stand and Case.	10	EA	$260.00	$2,600.00	$95.50	$955.00
17	Pop-Up Replacement Banner 30-34"W, 80"+H, Full Color, Includes Installation into Stand.	20	EA	$100.00	$2,000.00	$35.50	$710.00
18	H-Style Yard Sign Stakes	500	EA	$1.00	$500.00	$0.96	$480.00
19	Installation Labor (Field Wall, Pride of the Jaguars, Floor Decals, Etc.)	200	HOURS	$55.00	$11,000.00	$30.00	$6,000.00
			TOTAL:	**$131,925.00**		**$67,462.00**	

	PRI PRODUCTIONS	EASTERN PARTNERS, LLC., dba Corr Digital Graphics
TERMS:	Not Stated	Not Stated
DELIVERY:	5 Business Days	Not Stated
CONFLICT OF INTEREST:	Yes	Yes
FORM 3 - BUSINESS REFERENCES:	Yes	Yes
PRINTING & INSTALLATION EXAMPLES:	No	Yes
WITHIN 45 MILES OF 32202:	Yes	Yes
ADDENDUMS 0	N/A	N/A
NOTES:		Difference in total pricing due to adjustment by Unit Pricing. "In case of error in extension of prices in the bid, the unit price will govern."

BID # SC-0290-17

TERMS AND CONDITIONS

PRINTING SERVICES FOR SPECIAL EVENTS

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 items and to obtain pricing commitments for Printing Services as listed in the bid documents.

AWARD

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

TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2017, 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.

REQUIREMENTS

Bidders should submit the following with your proposal:

- Vendors should include an overview of your company, along with the in-house printing capabilities
- Recent printing and signage installation examples
- References should be supplied on Form 3 – Business/Corporate References
- Company must have the ability to produce flatbed printing
- Company must have experience in producing and installing signage for major special events and have experience in producing and installing/removing the field wall and covering the "Pride of the Jaguars" within an Everbank stadium.
- Company must have the ability to produce and print all items within this bid within 45 miles of 32205 due to last minute and quick turnaround times on printing for events

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).

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.

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.

PRICES

All unit prices shall include consulting of printing needs for the event, freight, delivery, and handling charges to the delivery location. The City of Jacksonville shall provide heavy equipment (fork lift, boom lift, scissor lift, etc.) where needed for installation and removal of signs.

DELIVERY AND PICK UP

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.

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.

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.

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, Jacksonville, Florida 32202, Attn: Nikki Beery, Accountant and emailed to NikkiB@coj.net and BFine@coj.net.

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.

SUPPLIER ACCESSABILITY

The City or its representatives 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.

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.

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to DME Partners, LLC., DBA CORR Digital and Graphics Solutions authorizing assignment of the subject award and ratifying the assignment date back to April 1, 2018, for the assumption of continued services under the current terms and conditions. This is a corporate structure change only from the current contracted vendor Eastern Partners, LLC. DBA CORR Digital Graphics. The period of service to remain unchanged through September 30, 2018. Total annual expenditure to remain unchanged at $135,000.00 and the total award expenditure to remain at $210,000.00.

Attachments: Recommendation Memo, Vendor Letter, Vendor W9, Terms and Conditions, Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5/03/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/09/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Eastern Partners, LLC., dba Corr Digital Graphics, in the amount of $60,000.00 to provide additional printing services for the Office of Special Events through September 30, 2018. The total revised annual expenditure not to exceed $135,000.00, for a total revised award not-to-exceed $210,000.00.

Funding for this award to be encumbered by account SPET01ASE-04801/04938 and/or PRSE134SE-04904 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Previous Award

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: for - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 2/15/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/15/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options to Eastern Partners, LLC., dba Corr Digital Graphics, to continue providing printing services for the Office of Special Events. Period of service will be October 1, 2017 through September 30, 2018 with two (2) renewal options remaining. Total annual expenditure not-to-exceed $75,000.00, for a total award expenditure not-to-exceed $150,000.00.

Funding for this award to be encumbered by account SPET01ASE-04938 and/or PRSE134SE-04904 to be executed by purchase order or check requests.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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 Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/28/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/29/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Eastern Partners, LLC., dba Corr Digital Graphics, in the amount of $7,538.00 to provide additional printing services for the Office of Special Events. The period of service to remain unchanged through September 30, 2017, with three (3) one (1) year renewal options. The total revised annual expenditure not to exceed $75,000.00.

Funding for this award to be encumbered by account SPET01ASE-04801/04938 and/or PRSE134SE-04904 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Previous Award

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/20/17

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED DATE 4/20/17

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17

OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30 2017 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

NUMBER OF BIDS INVITED: 12 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Eastern Partners, LLC., dba Corr Digital Graphics, to provide printing services for the Office of Special Events Period of service is from date of award through September 30, 2017 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $57,462.00.

Funding for this award to be encumbered by account SPET01ASE-04901/04938 and/or PRSE134SE-04904 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/20/16

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED ✓ DISAPPROVED

DATE 10/20/16

OTHER

SIGNATURE OF AUTHENTICATION

Sam F. Rivera
City Attorney's Office
Major Legal Entity
Approved for the FY 2016-05

QWS3270X 8/31/2018 7:58 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/31/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 7:58 AM

FISCAL MO/YEAR : 11 2018
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

CURRENCY CODE :

S

	AUG 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	-46,700.00	995,408.98	995,408.98
EXPENDITURES	16,635.57	890,527.27	890,527.27
ENCUMBRANCES	20,643.77	36,416.40	36,416.40
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-83,979.34	68,465.31	68,465.31

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 8/31/2018 7:58 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/31/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 7:58 AM

FISCAL MO/YEAR : 11 2018 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04801 ADVERTISING AND PROMOTION
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	29,908.96	29,908.96
EXPENDITURES	642.50	17,659.99	17,659.99
ENCUMBRANCES	1,900.75	9,835.75	9,835.75
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-2,543.25	2,413.22	2,413.22

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS327QX 8/31/2018 7:58 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/31/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 7:58 AM

FISCAL MO/YEAR : 11 2018 CURRENCY CODE :
INDEX CODE : PRSE134SE SPECIAL EVENTS
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	AUG 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,191,160.90	16,542,908.36
EXPENDITURES	-45,430.04	1,303,604.78	15,049,139.31
ENCUMBRANCES	78,288.65	60,661.10	89,528.51
PRE-ENCUMBRANCES	14,044.50	14,044.50	14,044.50
REMAINING BALANCE	-46,903.11	-187,149.48	1,390,196.04

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND