

**SPECIAL GENERAL GOVERNMENT AWARDS COMMITTEE MEETING**  
**Friday, May 10th, 2019, 4:00 p.m.**  
**Ed Ball Building, 214 North Hogan Street, 8<sup>th</sup> Floor**  
**Room 851, Board Room "A"**

**"REVISED" CONSENT AGENDA**

The Chief of the Procurement Division offers the following items for the GGAC Agenda:

ITEM	TITLE	DEPT. OR DIV.	VENDOR	AMOUNT	ACTION
1. SC-0457-19	TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS	SPORTS AND ENTERTAINMENT/ OFFICE OF SPECIAL EVENTS	SKYLINE TENT COMPANY	\$86,628.40	_____

CSPEC AGENDA \_\_\_\_\_  
 MOVED BY:

SECONDED BY: \_\_\_\_\_

Upon request, a copy of the minutes, as well as an audio recording of this meeting, is available to all interested persons.

**This agenda is subject to additions and/or deletions.**

cc: CORPORATION SECRETARY  
 COUNCIL AUDITOR  
 COUNCIL SECRETARY  
 OFFICE OF INSPECTOR GENERAL

**SUBJECT: TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS**

**BID #: SC-0457-19**

**OPEN DATE: 05/08/2019**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS**

**AGENCY: SPORTS & ENTERTAINMENT – OFFICE OF SPECIAL EVENTS**

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

**NUMBER OF BIDS INVITED: 8      NUMBER RECEIVED: 1      OTHER: 1**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval of award to Skyline Tent Company as the lowest (only) responsive, responsible bidder. Term shall be from date of award through September 30, 2019 with four (4) one (1) year renewal options.

Estimated initial expenditure not-to-exceed amount is \$86,628.40.

Funding shall be encumbered from accounts SPET01ASE-04938 and SPET01ASE-04402 and executed by Purchase Order.

**Attachments:** Recommendation Memo; Bid Tabulation, Specifications, Terms & Conditions

**Analyst:**   
DAVID KLAGES

**RESPECTFULLY SUBMITTED:**   
GREGORY PEASE, CHIEF  
PROCUREMENT DIVISION

**CONCURRENCE BY:** Marlene Russell, Director of Organizational Effectiveness

**(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:** Marlene Russell, Director Organizational Effectiveness *Marlene Russell*

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

**SUBJECT:** SC-0457-19, Temporary Shade Structure at Special Events

**DATE:** May 8, 2019

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The Office of Special Events recommends award of SC-0457-19 (Temporary Shade Structure at Special Events) to the only, responsive, responsible bidder, Skyline Tent Company. Period of service will be from date of award through September 30, 2019 with four (4) one (1) year renewal options.

Expenditures are not expected to exceed \$86,628.40 and payment will be processed by Purchase Order.

**FUNDING SOURCE: SPET01ASE-04938 / SPET01ASE-04402**

**BID TABULATION**

<b>TITLE:</b> TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS		<b>SKYLINE TENT COMPANY</b>			
<b>BID NO:</b> SC-0457-19					
<b>OPEN DATE:</b> MAY 8, 2019					
<b>ANALYST:</b> DAVID KLAGES					
<b>NO. INVITED:</b> ( 8 ) <b>No. Received:</b> ( 1 ) <b>Other:</b> ( 1 )					
<b>RECORDED BY:</b> RENATA BARNETT					
Item #	Description	Est. Annual Quantity	Unit	Unit Price	Extended Price
1	STRUCTURE TENT AND EQUIPMENT	1	EA	\$83,088.40	\$83,088.40
2	SITE SPECIFIC ENGINEERING	1	EA	\$1,965.00	\$1,965.00
3	CITY OF JACKSONVILLE BUILDING/ZONING/FIRE PERMITTING PACKAGE	1	EA	\$1,575.00	\$1,575.00
<b>TOTAL BID (Line Items 1 &amp; 3):</b>				<b>\$86,628.40</b>	
<b>TERMS:</b>				Net 30 days	
<b>DELIVERY:</b>				15 Business Days	
<b>SIGNED BID FORM:</b>				Yes	
<b>BID PROPOSAL FORM:</b>				Yes	
<b>CONFLICT OF INTEREST STATEMENT:</b>				Yes	
<b>INSURANCE AGENT ACKNOWLEDGEMENT FORM:</b>				Yes	
<b>ADDENDUM 1:</b>				Yes	

## TERMS AND CONDITIONS

### **TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS**

#### **SCOPE**

The City of Jacksonville, Office of Special Events (OSE) 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 obtain pricing commitments for temporary shade structure and necessary structure-related equipment to be utilized at special events.

#### **AWARD**

Award will be ALL OR NONE to the lowest responsive bidder who meets the specifications of this bid. Bidders must bid on all items 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, 2019 with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on vendor performance, adherence to the terms and conditions set forth in bid documents, and needs of the City of Jacksonville. Services will be needed at various City of Jacksonville special events including, but not limited to, the Jacksonville Memorial Wall Event on Memorial Day. Tentative Dates for these events are below. The Office of Special Events reserves the right to change these dates or add new event dates under this bid. The City will notify vendor within thirty (30) days of new or changed dates.

- Memorial Wall Event
  - May 27, 2019
  - May 25, 2020
  - May 31, 2021
  - May 30, 2022
  - May 29, 2023

#### **INSTALLATION AND REMOVAL**

By submission of this bid, vendor agrees to install the requested shade structure in full by a mutually agreed upon date but no later than three (3) calendar days ahead of the event date. City of Jacksonville reserves the right to hire a third-party company to perform a threshold inspection of the shade structure to ensure the structure has been installed per the stamped drawings prior to the specified event date. By submission of this bid, vendor agrees to remove the shade structure no later than a mutually agreed upon date. The scheduled install/uninstall dates are dependent upon other occurrences on the property and will be communicated by the City of Jacksonville, Office of Special Events in advance.

#### **DAMAGES**

Vendor is responsible for restoring any areas damaged during the installation and/or removal of this structure to the original state of the property. This includes, but is not limited to, any areas disturbed by digging, cutting, or staking into grass, dirt, or other surface.

#### **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 period. Upon renewal (if applicable), a vendor may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Price 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 and percentages shall include any and all items that are needed to successfully complete the project as outlined in this bid, including, but not limited to: labor costs, travel expenses, equipment (including but not limited to

cranes, lulls, portable restrooms, etc.) and onsite accommodation expenses. Bidder must provide only one price for each item.

### **RETURNS**

The City reserves the right to return an order in whole or in part if the item is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within forty-eight (48) hours of notification at no charge to the City and its agencies.

### **FAULTY EQUIPMENT**

Vendor must be able to, at its own cost, furnish onsite mechanics or technical support to repair faulty equipment anytime when equipment is onsite. Repairs must be made within a reasonable time period. In the event that equipment is not able to be repaired, Vendor must furnish a replacement within a reasonable time period. Vendor understands that these events are dependent on rental equipment and will work with the Office of Special Events representative in the event of faulty equipment.

### **INVOICING**

Invoices should be issued to the City of Jacksonville by Vendor once supplies/services are rendered to the City. At a minimum, invoices must include; City Purchase Order number, description of services, and extended totals. Full payment terms are Net 30 days from date of correct invoice being submitted to the City. **City of Jacksonville will not issue deposit to secure services.** All original invoices shall be submitted to: Office of Special Events, 117 W. Duval Street, Jacksonville, Florida 32202, Attn: Krista Alford, Finance Manager, and emailed to [KAlford@coj.net](mailto:KAlford@coj.net) and [BFine@coj.net](mailto:BFine@coj.net) no later than five (5) business days post event.

### **SUBCONTRACTORS**

If the vendor proposes to use subcontractors to provide services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance, and approval of the City prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Vendor to replace subcontractor with one that meets City approval. Vendor shall ensure that all of his/her subcontractors perform in accordance with the terms and conditions of this bid. Vendor shall be fully responsible for any and all of their subcontractors' performance, acts, and omissions, and shall be liable for any and all of their subcontractors' non-performance.

### **VENDOR ACCESSIBILITY**

The City or its representatives must be able to contact, during normal business hours, by telephone or email, any vendor providing goods or services to the City or its agencies. Any vendor accessibility requirements outlined in the specifications supersede this section. Vendor must be available twenty-four (24) hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at 904-255-5422 or by City email on how to contact Vendor during this period.

### **VENDOR INFORMATION AND QUALITY**

Vendor shall provide all adequate staffing to complete the job as outlined in this bid.

Vendor staffing shall be professional, speak fluent English, and in easily identifiable uniforms. Staff may not consume tobacco or alcohol while working at any City of Jacksonville event.

Drivers must possess an appropriate, valid U.S. motor vehicle operator's license and be adequately trained to transport units. Drivers must be a minimum of 18 years of age.

The Vendor must submit Insurance Agent Acknowledgement (Form 3) completed and signed by their insurance agent with their bid response. Failure to submit Form 3 could cause the bid to be rejected as non-responsive. Vendor must be able to meet insurance and indemnification requirements as enclosed within ten (10) days of winning bid, but no less than thirty (30) days before start of event.

**SPECIFICATIONS****TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS**

These services will be utilized for events sponsored by the Office of Special Events including, but not limited to, the Jacksonville Memorial Wall Event.

Bidders shall supply one (1) rate. Daily, weekly and holiday rates shall be the same. Rates shall include consulting of needs for the event.

Vendor must be able to manage staff and services according to site maps and plans supplied by the Office of Special Events. All staff must be professional and ready to work.

**Obligations of the City of Jacksonville:**

- Work closely with Vendor to ensure structure, schedule, and onsite plans are aligned with event needs.
- Have 811 mark any underground utility lines prior to Vendor's arrival.
- Provide access to the standard existing 110v 20a outlets located around the Memorial Wall.

**REQUESTED ITEMS**

All items/services must meet exact specifications as outlined in this bid.

**ITEM #1: Structure Tent and Equipment**

- Shade Structure Tent - Structure size:
  - i. Width: 100' – 120' x
  - ii. Depth: 49' – 65'
  - iii. Height: No less than 6' at the rear of the tent and no shorter than 13' at the front of the tent
- Must include Open Gable Ends on front side of structure closest to the Memorial Wall
- Must include Custom Cut Uprights to level Structure
- If Anchoring into Concrete, must include one Custom Baseplate
- Must include Concrete Ballast as necessary to secure structure
- Must include all labor equipment necessary to successfully complete the installation and removal of this structure.
- Tent must cover at least 80% of total seating area at the Memorial Wall (see Exhibit C for a map of the requested coverage area)
- Top tent span must be white, clean and free of any holes or damages

**ITEM #2: Site Specific Engineering**

- A State of Florida stamp – signed and sealed – site specific engineering plan must be provided to be reflective of Item #1.

**ITEM #3: City of Jacksonville Building/Zoning/Fire Permitting Package**

- Vendor must obtain, at its own cost, all necessary City of Jacksonville building permits for installation

**COMPLIANCE WITH SPECIFICATIONS**

The bidder, by affixing his/her 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.

**MEDIA**

In an effort to convey accurate information to the public, Vendor, Vendor's employees/labor, or Vendor's subcontractors must refer all media inquiries to the City of Jacksonville Office of Special Events and may not comment on any aspect of

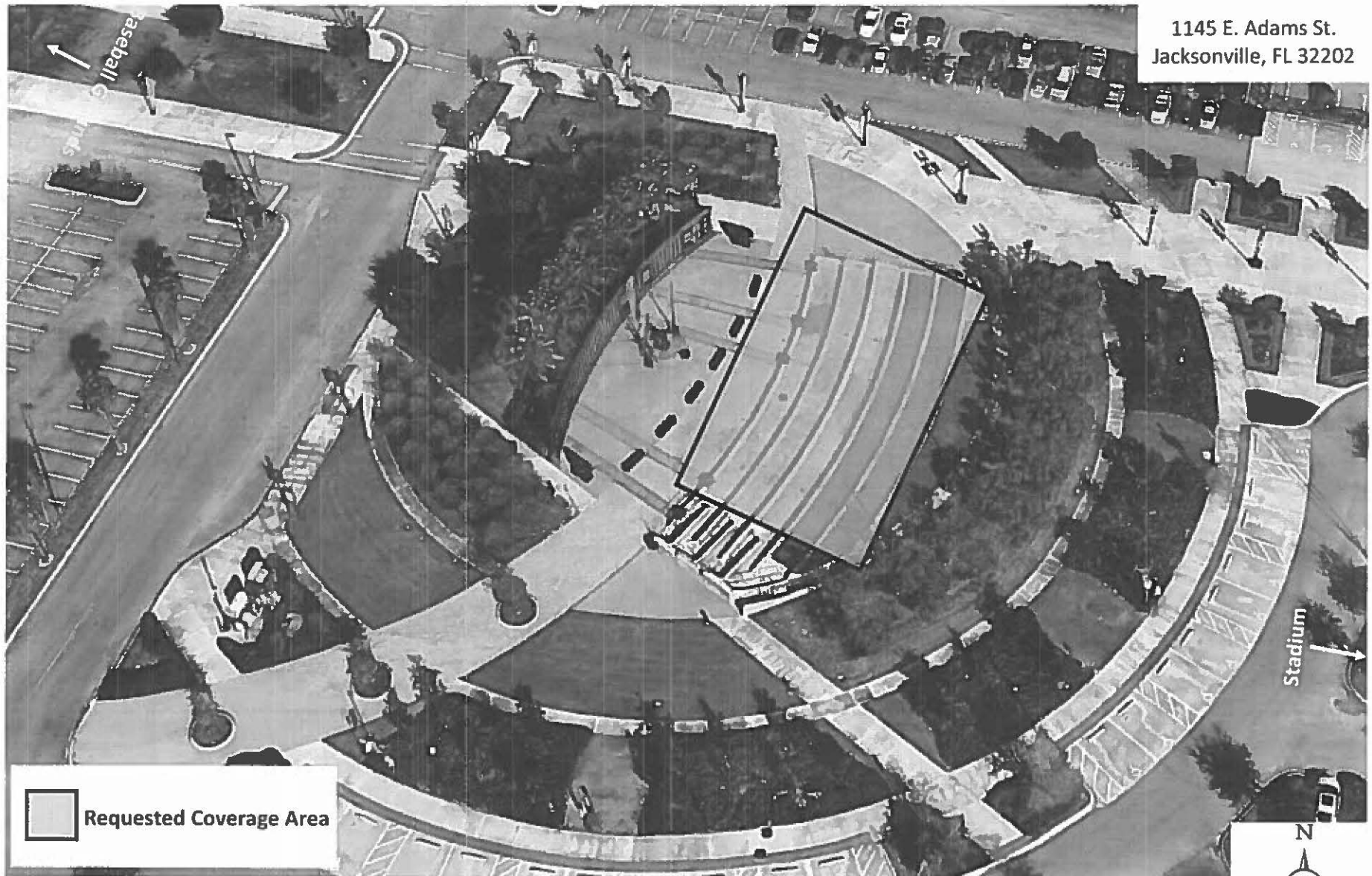
the event. News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville Office of Special Events.



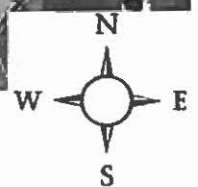
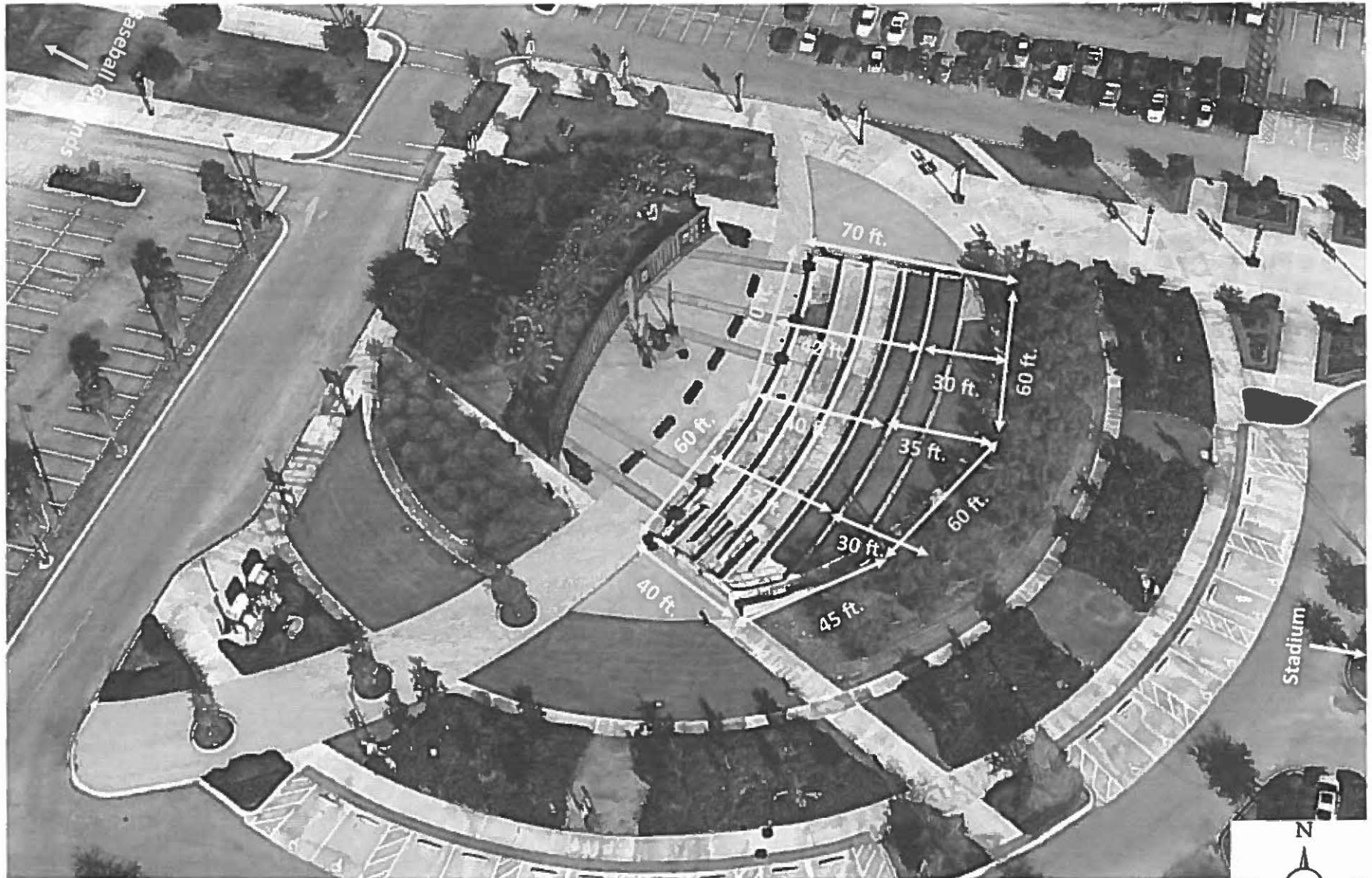
**Exhibit C to: Request for Bids: Temporary Shade Structure at Veterans Memorial Wall—City of Jacksonville Office of Special Events**



Exhibit C to: Request for Bids: Temporary Shade Structure at Veterans Memorial Wall—City of Jacksonville Office of Special Events



## Measurements (rough estimates)



FISCAL MO/YEAR : 08 2019 CURRENCY CODE :  
 INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS  
 SUBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES  
 PROJECT :  
 PROJECT DETAIL :  
 GRANT :  
 GRANT DETAIL :  
 USER CODE :

S	MAY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,093,599.04	1,093,599.04
EXPENDITURES	30,974.88	571,235.52	571,235.52
ENCUMBRANCES	-17,799.28	96,854.90	96,854.90
PRE-ENCUMBRANCES	-8,905.00	.00	.00
REMAINING BALANCE	-4,270.60	425,508.62	425,508.62

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

G014 - RECORD FOUND

FISCAL MO/YEAR : 08 2019

CURRENCY CODE :

INDEX CODE : SPET01ASE

OFFICE OF SPECIAL EVENTS

SUBJECT : 04402

EQUIPMENT RENTALS

PROJECT :

PROJECT DETAIL :

GRANT :

GRANT DETAIL :

USER CODE :

S	MAY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	127,300.00	127,300.00
EXPENDITURES	.00	61,264.01	61,264.01
ENCUMBRANCES	12,451.10	17,951.10	17,951.10
PRE-ENCUMBRANCES	-587.70	.00	.00
REMAINING BALANCE	-11,863.40	48,084.89	48,084.89

F1-HELP F2-SELECT

F4-PRIOR F5-NEXT

F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND