



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#16-0278

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: March 15, 2016

TITLE: Motion to Approve Purchase of Stagehand Services for War Memorial
Auditorium – Show Masters Production Logistics, Inc. - \$84,432

Recommendation

It is recommended that the City Commission approve a one-year contract with Show Masters Production Logistics, Inc. for the purchase of stagehand services, in substantially the form attached, at an estimated annual cost of \$84,432. The term of the agreement shall commence March 15, 2015 and shall end March 14, 2017. The City reserves the right to extend the contract for three additional one year terms, providing all terms and conditions and specifications remain the same and both parties agree to the extension and such extension is approved by the City.

Background

The City requested proposals for supplying qualified stagehands and theatrical technicians (stagehands) for the War Memorial Auditorium for stage presentations, table top shows, trade shows, outdoor festivals and performing arts events. The quality and professionalism of the necessary staff is of high importance in the acquisition and retention of events at WMA.

The selected contractor shall supply stagehands to perform quality production services for various events at WMA on an as-needed basis. Contractor's personnel shall serve as primary operators of WMA equipment as needed or directed by the facility Production Coordinator or as directed by WMA management staff.

The background of the solicitation process included the following:

- December 4, 2015 – Request for Proposal (RFP) 565-11687 was issued for Stagehands, War Memorial Auditorium
- January 13, 2016 – RFP closed with a total of two firms submitting proposals including:
 - Show Masters Production Logistics, Inc.
 - PTT of Florida, LLC
- February 9, 2016 – Evaluation committee, consisting of Max Newhart, Auditorium

Operations Manager; Sean Rogers, Recreation Program Coordinator; Rodrigo Canaval, Recreation Program Coordinator, met with Orlando Castellano, Auditorium Manager, AnnDebra Diaz, Senior Procurement Specialist and Ginah Joseph, Procurement Specialist I, to evaluate and rank the firms. The evaluation committee ranked the firms based on the evaluation criteria shown in the table below:

EVALUATION CRITERIA	WEIGHT
Understanding the needs of the City of Fort Lauderdale	30%
Experience of firm, qualifications, past performance, references	40%
Cost to the City of Fort Lauderdale	30%
TOTAL	100%

The two firms were ranked as follows:

Show Masters Production Logistics, Inc. (1st Place)

PTT of Florida, LLC (2nd Place)

Resource Impact

There will be a current fiscal year impact to the City in the amount of \$42,216. Future expenditures are contingent upon approval and appropriation of the annual budget.

<i>Funds available as of February 11, 2016</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-PKR033601-3299	War Memorial Auditorium	Services Materials/ Other Services	\$531,009	\$270,547	\$42,216
TOTAL AMOUNT ►					\$42,216

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included with in the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We Are United*

Attachments

Exhibit 1 – Final Ranking

Exhibit 2 – Show Masters Proposal

Exhibit 3 – PTT of Florida Proposal

Exhibit 4 – Agreement

Exhibit 5 - Solicitation

Prepared by: AnnDebra Diaz, Finance
Linda Blanco, Finance

Department Directors: Carl Williams, Parks and Recreation
Kirk Buffington, Finance