



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

**#16-0680**

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

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

**DATE:** June 21, 2016

**TITLE:** Motion to Approve Purchase of Sound, Stage and Lighting Services – All  
On Stage Productions, Inc. - \$91,430

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**Recommendation**

It is recommended that the City Commission approve a one-year contract, in substantially the form attached, with All On Stage Productions, Inc. for the purchase of sound, stage and lighting services in the amount of \$91,430; and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

**Background**

Parks and Recreation is requesting a contract to provide sound, stage and lighting services for City-sponsored events. These events include but are not limited to Downtown Countdown, Great American Beach Party, Starlight Musicals, July 4<sup>th</sup>, Light up the Beach, Carter Park Friday Night Tunes, and Summerfest. Also included in the annual estimate is War Memorial Auditorium's use of a large sound and light system to be used four times a year.

The background of the solicitation process includes the following:

- March 29, 2016 – Request for Proposal 565-11736, (RFP) was issued for sound, stage and lighting services.
- April 27, 2016 – The RFP closed with a total of three firms submitting proposals including:
  - Acoustic Art Creations LLC
  - All On Stage Productions, Inc.
  - Freelance Productions, Inc.
- May 24, 2016 – The evaluation committee consisting of Debbie Bylica, Recreation Programmer II; Orlando Castellano, Auditorium Manager; and Tim McGovern, Community Program Supervisor met with AnnDebra Diaz, Senior Procurement Specialist, to evaluate and rank the firms based on the evaluation criteria shown below:

EVALUATION CRITERIA	WEIGHT
Understands overall needs of the City	30%
Experience, Qualifications, Past Performance of the firm, including facilities, resources, references	20%
Experience, Qualifications, Past Performance of the persons proposed for the contract, including technicians and persons responsible for running sound systems.	20%
Cost to the City	30%
Total	100%

The three firms were ranked as follows:

All On Stage Productions, Inc. (1<sup>st</sup> Place)  
Freelance Productions, Inc. (2<sup>nd</sup> Place)  
Acoustic Art Creations LLC (3<sup>rd</sup> Place)

### **Resource Impact**

There will be a current fiscal year impact to the City in the estimated amount of \$12,270. Future expenditures are contingent upon approval and appropriation of the annual budget. This year's purchase is contingent on the approval of the July budget amendment.

<b>Funds available as of June 1, 2016</b>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-PKR033301-3299	Adult Programs	Services Materials / Other Services	\$182,618	\$119,924	\$12,270
<b>TOTAL AMOUNT ►</b>					<b>\$12,270</b>

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within 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 – Solicitation  
Exhibit 2 – Final Ranking

Exhibit 3 – All On Stage Productions Proposal  
Exhibit 4 – Freelance Productions Proposal  
Exhibit 5 – Acoustic Art Creations Proposal  
Exhibit 6 - Agreement

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