



Cover Memorandum/Staff Report

File #: 24-935

Agenda Date: 8/5/2024

Item #: 6.Q.3.

TO: Mayor and Commissioners
FROM: Samuel Metott, Director, Parks and Recreation
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 5, 2024

APPROVAL OF RESOLUTION NO. 149-24: A RESOLUTION APPROVING AN AGREEMENT WITH BFAV LLC DBA ALL ON STAGE PRODUCTIONS FOR SOUND, STAGE AND LIGHTING SERVICES PURSUANT TO RFP 2024-021 FOR UP TO \$338,316.00 ANNUALLY FOR A FIVE YEAR CONTRACT IN THE AMOUNT OF \$1,691,580.00

Recommended Action:

Motion to approve Resolution No. 149-24 to award an agreement to BFAV LLC dba All on Stage Productions for Sound, Stage and Lighting Services pursuant to RFP 2024-021 in the not to exceed amount of \$338,316.00 annually, for a Five-Year (5) total of \$1,691,580.00; authorizing the City Manager to take all actions necessary to effectuate this agreement; and for other purposes.

Background:

The Parks and Recreation Department produces several events and concerts throughout the year and is in need of services for sound, stage and lighting. The following is a list of events scheduled for the year:

Name/Type of Event:
Various Concerts
Christmas Tree Lighting
Holiday Parade and Events
New Year's Eve
Delray Beach Open Week
St. Patrick's Day Parade and Festival
Veterans Day
Amazing Challenge
Murder Mystery Dinner
Pride Festival and Concert
July 4th Celebration
Misc. Events

On March 25, 2024, the City advertised RFP 2024-021 to solicit for Sound, Stage and Lighting services. Three proposals were received and BFAV LLC dba All on Stage Productions was deemed to be the most responsive and responsible per the bid requirements.

FIRM	SCORE	RANKING
BFAV LLC dba All on Stage	300	1
Lifetone Productions Corp	201	2
PK Productions Inc.	169	3

The initial term is three (3) years with two (2) one-year options for renewal. The cumulative value is below:

Estimated Contract Value: Sound, Stage and Lighting	
Initial Term (three years)	\$1,014,948.00
Renewal 1	\$338,316.00
Renewal 2	\$338,316.00
TOTAL:	\$1,691,580.00

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

001-74-000-574.44-30; Special Events; Rentals and Leases
 001-74-000-574.48-15; Special Events; Promotional Activities

Timing of Request:

Timely approval is requested in order for staff to plan events accordingly.