



## Recommendation for Action

**File #:** 23-2263, **Agenda Item #:** 34.

7/20/2023

### **Posting Language**

Authorize negotiation and execution of a contract for audio/visual and rigging services with Freeman Decorating Co. d/b/a Freeman, for up to five years for a total estimated revenue of \$2,000,000.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C (Minority Owned and Women Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Austin Convention Center Department.

### **Fiscal Note**

This item has no fiscal impact.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals (RFP) 8200 AVB3017 for these services. The solicitation was issued on January 30, 2023, and closed on March 21, 2023. Of the two offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138300)  
<[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=138300](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138300)>.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov)  
<<mailto:FSDCentralProcurementRCAs@austintexas.gov>> or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

The contract will provide quality audio/visual and rigging services for trade shows, banquets, family entertainment, conventions, sporting events, etc., at Austin Convention Center Department (ACCD) facilities including the Austin Convention Center (ACC) and the Palmer Events Center (PEC). Contract work will include equipment rentals, equipment set-up, equipment support, sales, and customer service for ACCD clients, as well as technical expertise, labor, and advice to ACCD staff and clients.

The contractor will provide local support to manage all activities associated with the installation, operation, and removal of audio/visual and rigging services and equipment as requested by clients. As the preferred contractor for audio/visual services at both ACCD facilities and rigging services at PEC, clients will be

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educated on the availability of the contractor's services and equipment options, however, the client will have the opportunity to engage the service provider of their choice. Rigging services at ACC will be performed exclusively by the contractor.

The current contract expires August 28, 2023. The estimated revenue amount was determined using departmental estimates based on the proposed commission structure, historical data, and future bookings that consider the anticipated closure of ACC beginning spring of 2025. The recommended contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the responsive offers and recommended Freeman Decorating Co. d/b/a Freeman to provide these services based on fee and commission proposal, proposed solution and program, prior experience, equipment, project management structure and personnel, local business presence, miscellaneous submittals, and service-disabled veteran business enterprise.

If the City is unable to secure a contract, audio/visual and rigging services offered to clients at ACCD facilities will be negatively impacted.

**Contract Detail:**

<b>Contract Term</b>	<b>Length of Term</b>	<b>Contract Estimated Revenue</b>
Initial Term	2 yrs.	\$1,886,000
Optional Extension 1	1 yr.	\$ 38,000
Optional Extension 2	1 yr.	\$ 38,000
Optional Extension 3	1 yr.	\$ 38,000
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$2,000,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual revenue.