Recommendation for Council Action

AUSTIN CITY COUNCIL
Regular Meeting: August 23, 2018   Item Number: **039**

Purchasing Office

Authorize negotiation and execution of a contract with Freeman Decorating Co. D/B/A Freeman Audio Visual, Inc., to provide audio visual and rigging services, for a term of five years for a total estimated contract revenue amount of $3,500,000. (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	Purchasing Office.
Fiscal Note	Estimated net revenue will be included in the Fiscal Year 2017-2018 Operating Budget of the Austin Convention Center Department. Net revenue for the remaining contract term will be available in future budgets.
Purchasing Language	The Purchasing Office issued a Request for Proposals (RFP) 8200 JRH0107REBID for these services. The solicitation issued on March 12, 2018 and it closed on April 12, 2018. Of the two offers received, the recommended contractor submitted the only 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://www.austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=123668>.
For More Information	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <mailto:AgendaOffice@austintexas.gov> NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized

	Contact Persons: Marian Moore, at 512-974-2062 or Marian.Moore@austintexas.gov <mailto:Marian.Moore@austintexas.gov>or Erika Larsen, at 512-974-3127 or Erika.Larsen@austintexas.gov <mailto:Erika.Larsen@austintexas.gov>.
Client Department(s)	Austin Convention Center Department.

Additional Backup Information:

The contract will provide quality audio visual and rigging services for trade shows, banquets, family entertainment, conventions, sporting events, etc., at the 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 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, 2018. The estimated revenue amount was determined using departmental estimates based on the proposed commission structure as well as historical data and future bookings. The recommended contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the responsive offer and recommended Freeman Decorating Co. D/B/A Freeman Audio Visual, Inc. to provide these services based on proposed solution and program, equipment, prior experience and references, project management structure and personnel, miscellaneous submittals, local business presence, commission proposal, and service-disabled veteran business enterprise preference.

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