



City Council Report

Date: October 17, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Stagehand Temporary Worker Services for the Arts and Culture Department (Single Proposal Response) **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing Arts and Culture and Human Resources Departments and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the sole responsive respondent, UTP Productions, Inc. at \$500,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide stagehand and production technicians for events at the Mesa Arts Center and Mesa Arts Center affiliated events throughout the City. Specifically, the vendor will provide temporary event labor for the following jobs depending on the event need: stewards, riggers, fly rail operators, stage electricians, stage carpenters, audio technicians, props personnel, video technicians, follow spot operators, forklift operators, truck loaders, wardrobe personnel, and hair and makeup artists.

This is a specialized field and there are not many vendors in the country that provide this service in the manner required for our operation. The City reached out to vendors and asked why they did not submit a proposal response. Vendors indicated they could not provide the labor and services needed, and they did not have the ability to take on new business or extra work at this time.

The City solicited Request for Proposals for three (3) weeks and received a proposal response from UTP Productions, Inc. The evaluation committee evaluated and scored the proposal relative to the scoring criteria in the solicitation. UTP Productions, Inc. scored 1,000 points out of 1,000 points possible. Since only one response was received the City was not able to perform a comparative analysis. The evaluation committee deemed the offeror's response as responsive to the requirements of the RFP. Based on the evaluation results, the committee recommends award to the sole responsive respondent.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2023010

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three Years

Possible Renewals: Up to a maximum of two years subject to Administrative review and approval

Funding Source: Arts and Culture General Fund operating budget

Single Proposal Response

UTP Productions, Inc. - Salt Lake City, UT