



City Council Report

Date: September 21, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Special Events Management Services for various City Departments **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Community Services and Public Information and Communications Departments, Falcon Field Airport and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Entertainment Solutions of Arizona, Inc. at \$285,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide an experienced event management and production services contractor to plan, organize and execute various City events throughout the year. Events are typically non-ticketed (public and free-of-charge), involving outside stakeholders and may include sophisticated technical and logistical elements. Services to be performed by the Contractor shall include but are not limited to event production services for up to seven festivals/events such as: Arizona Celebration of Freedom, Merry Main Street, Falcon Field Open House, and East Valley Dr. Martin Luther King Jr. Parade.

The City received seven proposal responses; five respondents met the minimum qualifications and two, were deemed as non-responsive (Peak Events, LLC, and Street Market, LLC). The evaluation committee evaluated the proposals in accordance with the City's established policies and procedures and completed the final scoring against the scoring criteria in the solicitation. As a result, the committee is recommending award to the highest scored proposal, Entertainment Solutions of Arizona, Inc. The evaluation was conducted by and points were awarded by consensus by the evaluation committee.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2020058
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: Operating budgets of Public Information and Communications, Falcon Field Airport, and Community Services departments.

Proposal Responses

Beckon Entertainment, Inc. - Gilbert, AZ

CRE8AD8, LLC - San Antonio, TX

Destination Arizona Conference Planners, LLC - Mesa, AZ

Entertainment Solutions, Inc. - Scottsdale, AZ

Peak Events, LLC - Flagstaff, AZ (Non-Responsive)

Soundskilz, Inc. - Temecula, CA

Street Market, LLC - Peoria, AZ (Non-Responsive)

Final Scoring

Respondent	Total Points Possible / 875
Entertainment Solutions, Inc. (Recommended)	<u>641.34</u>
Soundskilz, Inc.	582.50
CRE8AD8, LLC	574.04
Beckon Entertainment, Inc.	544.75
Destination Arizona Conference Planners, LLC	353.02
Peak Events, LLC	Non-Responsive ⁽¹⁾
Street Market, LLC	Non-Responsive ⁽¹⁾

⁽¹⁾ Did not meet all mandatory minimum qualifications