

Council Meeting Staff Report

December 17, 2019

Agenda No.: B.
Indexes (Council Goals):
Presenters: Linda Matteson
Legislative File: AGR0654-19

Title

Contract for General Services, Agreement No. AGR 20-28 with Sancre Productions LLC in the Amount of \$508,500.00, plus Applicable Gross Receipts Tax, for the Purpose of Production of Los Alamos Summer Concert Series

Recommended Action

I move that Council approve Contract for General Services, Agreement No. AGR 20-28 with Sancre Productions LLC in the Amount of \$508,500.00, plus Applicable Gross Receipts Tax, for the Purpose of Production of Los Alamos Summer Concert Series.

County Manager's Recommendation

The County Manager recommends that Council approve this Contract for General Services as requested.

Body

The Los Alamos Summer Concert Series is a long-standing tradition in Los Alamos. It has grown over the years to a point where it draws audience members from neighboring communities by featuring a scale of entertainment that appeals to people who are willing to put in a longer drive to see the bands. As the concert series has proven to be an important and solid staple of this community, and because this scale of entertainment necessitates a longer period of work to schedule and contract with entertainers, the Community Services Department recommends a multiple year contract with the concert promoter. This will allow the contractor to focus on and schedule for the Los Alamos series throughout the year, and will relieve the department of managing annual RFPs that prompt short-term contracts.

On October 28, 2019, a Request for Proposals (RFP) for this service was distributed to 10 entities who have, at some point, indicated an interest in concert series promotion. Two plan rooms requested the RFP to list it on their bid sites. Two entities responded to the Procurement Division with potential interest in the RFP after it was released. A non-mandatory pre-proposal meeting was held on November 5th, with one potential proposer attending. An addendum of all questions and answers from the pre-proposal meeting was sent to the RFP distribution list. The RFP deadline was on Friday, November 15, 2019. One response was received, and subsequently reviewed and scored by the RFP Selection committee consisting of six County employees from CSD and Public Works.

This contract is for four years with three potential one-year extensions. The budget for the calendar year 2020 series is \$68,400, which is the same amount that has been budgeted for the series since FY15. The total contract amount allows for 2% increases annually for FY2021 through FY2027 if approved by Council in the annual budget hearings.

Alternatives

Council could choose not to approve the contract and Community Services would have to determine whether to continue the concert series by embarking on a new RFP covering a shorter term.

Fiscal and Staff Impact/Planned Item

The concert series has been included in the CSD budget for many years so the contractual fiscal

impact would be minimal. As the series has grown, however, it has required more staff time on the part of CSD and Public Works (Environmental Services, Traffic & Streets, and Atomic City Transit). Both departments may need to plan for additional overtime in their future budgets to appropriately handle this work load.

Attachments

A - General Services Agreement No. AGR20-28