



# City of San Antonio

## Legislation Details (With Text)

**File #:** 19-4774  
**Type:** Staff Briefing - Without Ordinance  
**In control:** Audit and Accountability Committee  
**On agenda:** 6/18/2019  
**Title:** Audio Visual and Rigging Services for the Convention Center [Carlos Contreras, Assistant City Manager; Patricia Muzquiz Cantor, Director, Convention & Sports Facilities]  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### CITY OF SAN ANTONIO CONVENTION & SPORTS FACILITIES INTERDEPARTMENTAL MEMO

**TO:** Erik Walsh, City Manager

**FROM:** Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities

**COPY:** Audit and Accountability Committee; Carlos J. Contreras III, Assistant City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Deputy Chief Financial Officer, Finance; Kevin Barthold, City Auditor

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** June 18, 2019

The following project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

**Audio Visual and Rigging Services for the Convention Center** - The Convention & Sports Facilities Department issued an RFP seeking qualified, professional firms to provide preferred audio visual and exclusive rigging services for events held in the Convention Center. The selected Respondent will provide, maintain and manage all activities associated with sale, installation, operation, and removal of services and equipment as requested by the clients.

- Solicitation Type: Request for Proposals
- Contract Value: \$15.7 Million (revenue)
- Term of Contract: 5 years with 1, 5-year renewal option
- Number of Respondents: 3
- Contracts to be Awarded: 1
- Council Consideration: August 8, 2019

- Evaluation Criteria:
  - Experience, Background, Qualifications - 35 points
  - Proposed Plan - 30 points
  - Price - 20 points
  - Local Preference Program - 10 points
  - Veteran Owned Small Business Preference Program - 5 points
- SBEDA Subcontracting Requirements: 5% SBE
- Voting Committee Members:
  - Carlos J. Contreras III, Assistant City Manager, City Manager's Office
  - Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities
  - Wanda Williams, Interim General Manager, Convention & Sports Facilities
  - Michelle Moon, Director of Destination Experience & Engagement, Visit San Antonio
  - Lauren Love, Director of Events, Grand Hyatt San Antonio.

RFP Audio Visual and Rigging Services (RFP 19-008)	Maximum Points	Firm 1	Firm 2	Firm 3
Score Summary FINAL EVALUATION Tuesday, February 26, 2019				
A - Experience, Background, Qualifications	35	33.60	14.00	18.20
B - Proposed Plan	30	27.80	13.60	15.00
A - B SUB-TOTAL	65	61.40	27.60	33.20
C - Price Schedule	20	20.00	18.70	15.07
D - Local Preference Program	10	0.00	4.90	0.00
E - VOSB Preference Program	5	0.00	0.00	0.00
D - E SUB-TOTAL	15	0.00	4.90	0.00
TOTAL SCORE	100	81.40	51.20	48.27
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarments lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration. This item is tentatively scheduled for Council consideration on August 8, 2019.