



City of San Antonio

Agenda Memorandum

File Number:18-6233

Agenda Item Number: 9.

Agenda Date: 11/13/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
CONVENTION & SPORTS FACILITIES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

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

COPY: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for Audio Visual & Rigging Services for the Convention Center

DATE: November 13, 2018

The Convention & Sports Facilities (CSF) will present a pre-solicitation briefing on the Audio Visual & Rigging Services for the Convention Center. This briefing will allow an opportunity for input for committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The primary objective with regard to preferred audio visual and exclusive rigging services for events held at the Convention Center is to maintain the highest standard of service and professionalism while maximizing net revenue to the City. The proposed contract term is for a five-year term with one five-year renewal option. The contract will result in estimated annual revenue of \$1.7M to the City, and \$15.7M over the five year initial term and five-year renewal period.