

MEMORANDUM

Purchasing #17-081
March 21, 2017

To: Greg Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Cassandra LeMasurier, Purchasing Supervisor
Subject: Award Bid L-24-17, Cultural Center Relocatable Lighting

Contract Need/Background

Bid L-24-17 was issued to purchase relocatable lighting for use in the stage and banquet area of the multipurpose auditorium at the new Pompano Beach Cultural Center. Bid award is recommended to the lowest responsive, responsible bidder Stage Equipment and Lighting, Inc. in the amount of \$90,222.00.

Attached you will find copies of a memorandum and the bid award recommendation form submitted by the Recreation Programs Administrator, and copies of the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the Bid List, and companies from appropriate listings in other source books.

Number of firms responding with complete bids.....4

Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The bid package was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Funding

The purchase will be funded from budgeted funds in account 302-7414-530.65-10.

Market Research

The General Services Department conducted outreach to five (5) local Pompano Beach firms to inform them of the solicitation.

Award Recommendation

After reviewing the responses to this bid with the Parks, Recreation and Cultural Arts Department, it is recommended that the award for L-24-17 be made to the lowest responsive, responsible bidder Stage Equipment and Lighting, Inc. in the amount of \$90,222.00.

Enclosures

cc: file