



Legislation Text

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File #: 21-1915, Version: 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** October 27, 2021

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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**SUBJECT**

Authorize a five-year service price agreement for stagehand, technician, and setup labor for the Office of Arts and Culture - IAPP, Inc., most advantageous proposer of two - Estimated amount of \$1,699,774 - Financing: General Fund

**BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for stagehand, technician, and setup labor for the Office of Arts and Culture (OAC). Stagehand, technician, and setup labor will be provided for concerts, theatrical performances, dance programs, plays, and special events. OAC facilities that will utilize this service price agreement are, but not limited to the Majestic Theatre, Moody Performance Hall, Latino Cultural Center, Oak Cliff Cultural Center, South Dallas Cultural Center, and the Bath House Cultural Center.

Stagehand labor includes, but is not limited to, operation of audio and video equipment, stage lighting systems, follow spotlights, props/scenery, and public address systems before, during, and after a performance. Setup labor will include unloading, assembly/rigging, staging, relocation, tear-down of equipment, and props required for any given performance or special event.

Without this service agreement OAC venues facilities would be unable to provide the basic expected technical labor services in order to host or rent the venues to many local and national promoters and artists. This would result in a significant loss of revenue to OAC.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Convention and Event Services (1)
- Department of Aviation (1)
- Office of Arts and Culture (2)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 35 points
- Experience 30 points
- Approach 30 points
- Local Preference Program 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 11, 2017, City Council authorized a three-year service contract, with two one-year renewal options, for stagehand, tech labor, and setup labor for the Office of Cultural Affairs with IAPP, Inc. by Resolution No. 17-0065.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
General Fund	\$339,955.00	\$339,955.00	\$1,019,864.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$1,699,774.00	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts.</li> <li>• IAPP, Inc. - Local; Workforce - 54.19% Local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BTZ21-00016583. We opened them on June 25, 2021. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*IAPP, Inc.	2710 Live Oak St. Dallas, TX 75204	93.75
Stage Corps, LLC	617 Business Pkwy. Richardson, TX 75081	32.29

**OWNER**

**IAPP, Inc.**

Anthony Woodard, President