


MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT Exclusive Professional Audio Visual Services	DATE POSTED MC <u>5/4/15</u> DS <u>5/4/15</u> CC <u>N/A</u>
PURCHASING REPRESENTATIVE Jacob Erickson, 3053	DATE CONTRACT SHALL BE AWARDED Upon Completion of Successful Negotiations
DEPARTMENT Convention and Visitors Bureau	CONSEQUENCES IF DEFERRED None
SOLICITATION RFP #14-2681JE	AUTHORIZED BY DATE  Melissa M. Wendel, CPPO

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Corporate Connection Audio Visual, Inc. to provide Exclusive Professional Audio Visual (AV) Services for the Manatee County Convention and Visitors Bureau.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

The intent of this Request for Proposal and resulting contract is to provide exclusive rights in all areas of audio visual services typically offered in a first class convention center. Elements of assignments may include but not be limited to, furnish all labor, supervision, equipment, insurance and incidentals necessary to provide exclusive audio visual services to County clients and exhibitors including design, equipment, set-up, and monitoring at both the Manatee Convention Center and the Powel Crosley Estate.

Project services shall include design suggestions, timely communication, developing clear written proposals, a marketing plan, and maintaining of equipment (including the operation sound systems, lecterns, house lighting, and theatrical lighting, and report findings in writing to the County). Other responsibilities may include: assisting and participating in the planning and programming of the annual tourism industry conference, creating audio visual presentations, assist in the design of collateral pieces to maximize their effectiveness, and provide materials and support for industry promotions and events.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, in the Bradenton Herald and the Tempo News and was also provided to the Manatee County Chamber of Commerce for release to its members. One (1) proposal was received.

Manatee County Firms that were directly solicited:

None

Manatee County Firms that submitted proposals:

None

Local firms that submitted proposals include:

Corporate Connection Audio Visual, Inc. (CCAV)

Sarasota, FL

ATTACHMENTS
(List in order of attached)

FUNDING SOURCE
(Acct Number & Name)

Various CIP Accounts
Per Work Assignment

- Funds Verified
 Insufficient Funds

COST	N/A - Revenue-Generating Contract	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A
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Other (non-local) firms that submitted proposals include:

None

EVALUATION COMMITTEE (VOTING) MEMBERS:

Sable Perrin – Facility Manager, Convention and Visitors Bureau
 Colby Zachery – A/V Systems Technician, Property Management Department
 Jacob Erickson - Contracts Negotiator, Financial Management Department (Chairperson)

Non-Voting Staff Attending:

Seth Helmuth – A/V Technician, Property Management Department

EVALUATION RESULTS:

The Evaluation Committee (the "Committee") convened on February 4, 2015 to review evaluation committee responsibilities, discuss member's availability for future meetings, and the Florida Sunshine Law as applicable to public meetings. The Evaluation Committee then proceeded to review the one (1) proposal for its responsiveness to the requirements of the RFP.

CORPORATE CONNECTIONS AUDIO VISUAL, INC. (CCAV) SARASOTA, FL - The firm demonstrated the necessary qualifications in their proposal. Their submitted proposal was both responsive and responsible, meeting all necessary criteria set forth in the RFP. Located in Sarasota, FL, CCAV provides state-of-the-art audio, video, projection, lighting and production management for corporate events, meeting planners, pharmaceutical meetings, production companies, tradeshows and conventions. Having prior experience with the Convention and Visitors Bureau, CCAV has the necessary experience and the personnel to provide quality audio visual services to a multitude of venues and events.

Upon completion of the Evaluation Committee meeting on February 4, 2015, the Committee recommended an Intent to Negotiate award to the following firm: **Corporate Connection Audio Visual, Inc.**

ESTIMATED COST OF SERVICES: N/A – Revenue-Generating Contract

FUNDING: N/A – Revenue-Generating Contract

The above justifications are a generalized summary of major observations intended only to provide a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Evaluation Committee voted unanimously 3 to 0 to proceed with an award to **Corporate Connection Audio Visual, Inc., Sarasota, FL.**

The resulting agreement will be managed by the Convention and Visitors Bureau.