

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT: Clark County Event Center (Clark County Fair)
DATE: March 14, 2014
REQUEST: Approval of the contract award to Cascade Sound and Stage Lighting, Inc. Sound and Stage Lighting Services for the annual Clark County Fair.

CHECK ONE: X Consent CAO

BACKGROUND: The current contract to provide Sound and Stage Lighting Services to the Clark County Fair has expired. An RFP (#664 Professional, Technical and Expert Services – Clark County Fair Sound and Stage Lighting Services) was issued January 10, 2014 and one proposal was received. The proposal was from the current provider, Cascade Sound and Stage Lighting, Inc. Their proposal was a comprehensive and strong proposal. They have shown a consistent ability to meet all of the needs of the Clark County Fair. They are highly regarded in the industry. There is not a “fixed cost” associated with this contract as it is dependent on the number and type of items ordered in each year set against the per item prices quoted in the bid. Last year the contract cost was \$69,469. The evaluation panel was unanimous in recommending we accept the Cascade Sound and Stage Lighting, Inc. proposal and begin negotiations to finalize a contract for Sound and Stage Lighting Services beginning in May 2014. In addition to a very competitive price, it also was considerably below what could have been allowable given the 3% annual increase provision in the current contract.

COMMUNITY OUTREACH: N/A

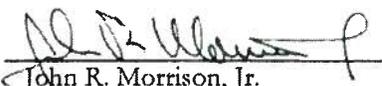
BUDGET AND POLICY IMPLICATIONS: Funding for these services is included in the 2013-2014 approved budget and will be included in the 2015-2016 budget cycle.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED: Request the Board of Commissioners to approve the contract award to Cascade Sound and Stage Lighting, Inc. for Sound and Stage Lighting Services for the annual Clark County Fair.

DISTRIBUTION: Upon acceptance please forward to John Morrison, Clark County Event Center.


John R. Morrison, Jr.
Fair Manager/CEO

Approved: 
CLARK COUNTY
BOARD OF COMMISSIONERS

*mgm
OK
4/1*

march 25, 2014 SR 62-14

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A Equipment and services for sound and lighting for the Clark County Fair. This provides for all our show rings, stages and other feature areas. This is a considerable part of our "product" that we provide to the public for their enjoyment.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
No Revenues						
Total						

II. A - None

Part III: Estimated Expenditures

III. A - Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1003 - Event Center	0	\$120,000	\$120,000	\$124,000	\$124,000	\$128,000	\$128,000
Total		\$120,000	\$120,000	\$124,000	\$124,000	\$128,000	\$128,000

III. B - Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual	\$120,000	\$120,000	\$124,000	\$124,000	\$128,000	\$128,000
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	\$120,000	\$120,000	\$124,000	\$124,000	\$128,000	\$128,000

Staff Report Attachment (RFP Selection Process)

Date:	3/4/2014												
RFP Description:	RFP#664 Professional, Technical and Expert Services Title: Clark County Fair Sound and Stage Lighting Services												
Evaluation Process	The proposals were evaluated by a team of three members working independently. The panel members were the Fair Manager/CEO, the Director of Sales and Events and the Concessions Manager. Scoring was based on the evaluation criteria below.												
Evaluation Matrix	PROPOSERS - RFP #664 CLARK COUNTY FAIR SOUND AND STAGE LIGHTING SERVICES												
	Trade Show Supply House			Average			Panel Member			Average			
Evaluation Criteria	Max Pts.	Panel Member 1	Panel Member 2	Panel Member 3	Panel Member Average	Panel Member 1	Panel Member 2	Panel Member 3	Panel Member Average	Panel Member 1	Panel Member 2	Panel Member 3	Average
Proposal Approach/Quality	10	8	8	8	8								
Creativity/Experience	30	28	28	28	28								
Work History	10	10	10	10	10								
Product Demonstration	10	8	8	8	8								
Cost	25	25	25	25	25								
References	15	15	12	15	14								
Total Average Score	100	94	91	94	93	0	0	0	0	0	0	0	0
Recommended Proposer:	The evaluation panel was unanimous in recommending we accept the Cascade Sound and Stage Lighting, Inc. proposal and begin negotiations to finalize a contract for Sound and Stage Lighting Services beginning in May 2014. In addition to a very competitive price, it also was considerably below what could have been allowable given the 3% annual increase provision in the current contract.												
Comments: <i>Include the total cost of the contract for E-Verify requirements</i>	The Cascade Sound and Stage Lighting, Inc. proposal was a comprehensive and strong proposal. They have shown a consistent ability to meet all the needs of the Clark County Fair. They are highly regarded in the industry. There is not a "fixed cost" associated with this contract as it is dependent on the number and type of items ordered in each year set against the per item prices quoted in the bid. Last year the contract cost was \$69,469.00.												