

**Condensed Title:**

Request For Approval To Award A Contract To Miami Stagecraft Inc. Pursuant To Invitation To Bid 12-11/12, For Purchase And Delivery Of Stage Lighting For The Colony Theatre, In The Total Amount Of \$41,323.25.

**Key Intended Outcome Supported:**

Maximize Miami Beach as a destination brand

**Supporting Data (Surveys, Environmental Scan, etc.):** According to the 2009 Strategic Plan, there were 33,317 attendees at the Colony Theatre which indicates a significant improvement from a few years before.

**Issue:**

Shall the City Commission Approve The Award of Contract?

**Item Summary/Recommendation:**

In light of deficiencies with the current stage lighting at the Colony Theatre, this project was added to the FY 2011/2012 Capital Projects Program list, and subsequently approved.

On November 21, 2011, Invitation to Bid (ITB) No. 12-11/12 was issued with an opening date of December 21, 2011. A Pre-bid conference to provide information to prospective bidders was held on December 7, 2011, and a site visit of the Colony Theatre was offered via addendum for December 10, 2011. BidNet issued bid notices to 47 prospective bidders. Additionally, the Procurement division notified 20 local contractors via e-mail, which resulted in the receipt of four (4) bids.

An administrative review of the responsive bidders' qualifications, experience, capability, and performance evaluations was conducted. Based on the analysis of the four (4) responsive bids received, two of the three reviewers recommended the lowest bidder, Miami Stagecraft, Inc. based on surveys, price and experience in working with theatres such as the Adrienne Arsht Center, the Miami City Ballet, and the South Miami Dade Cultural Arts Center. A third reviewer recommended Barbizon Delta Corporation, the third lowest bidder, based on past performance and their ongoing technical support after completion of previous projects at the Colony Theatre.

The Administration concluded that it would be in the best interest of the City to recommend the lowest bidder, Miami Stagecraft, Inc. **The Administration recommends Approving the Award.**

**Advisory Board Recommendation:**

N/A

**Financial Information:**

Source of Funds:		Amount	Account
OBPI	1	\$41,323.25	RDA City Center Projects No. 365-2057-000674
	2		
	Total		

Financial Impact Summary: N/A

**City Clerk's Office Legislative Tracking:**

Gus Lopez, Director Ext # 6641

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
GL _____ MS _____	<i>[Signature]</i> _____ PDW _____	JMG <i>[Signature]</i>

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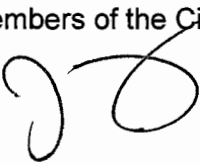




# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission  
FROM: Jorge M. Gonzalez, City Manager   
DATE: January 11, 2012

SUBJECT: **REQUEST FOR APPROVAL TO AWARD A CONTRACT TO MIAMI STAGECRAFT, INC., PURSUANT TO INVITATION TO BID (ITB) NO. 12-11/12, FOR PURCHASE AND DELIVERY OF STAGE LIGHTING FOR THE COLONY THEATRE, IN THE TOTAL AMOUNT OF \$41,323.25.**

### ADMINISTRATION RECOMMENDATION

Approve the Award of the contract.

### KEY INTENDED OUTCOME

Ensure well-maintained facilities

### FUNDING

\$41,323.25 from City Center RDA previously appropriated in FY 2011/12 Capital Budget.

### ANALYSIS

The purpose of this bid was to establish a contract to furnish all labor, material, equipment, supervision and transportation necessary to supply and deliver stage lighting for the City of Miami Beach Colony Theatre, from a source of supply that will give prompt and efficient service. This Contract shall remain in effect from the time of award by the Mayor and City Commission until completion of delivery. This project was approved as part of the FY 2011/2012 Capital Budget Program, and is intended to address deficiencies in the current stage lighting at the Colony Theatre.

### BID PROCESS

On November 21, 2011, Invitation to Bid (ITB) No. 12-11/12 was issued with an opening date of December 21, 2011. A Pre-bid conference to provide information to prospective bidders was held on December 7, 2011, and a site visit of the Colony Theatre was offered via addendum for December 10, 2011. BidNet issued bid notices to 47 prospective bidders. Additionally, the Procurement division notified 20 local contractors via e-mail, which resulted in the receipt of four (4) bids from the following vendors:

1. Barbizon Lighting Company
2. Mainstage Theatrical Supply
3. Miami Stagecraft, Inc.
4. SECOA

In determining the lowest and best bidder, the City utilized the "Best Value" Procurement process to select a contractor with the experience and qualifications; the ability; capability, and capacity; and proven past successful performance for the purchase and delivery of stage lighting.

An administrative review of the responsive bidders' qualifications, experience, capability, and performance evaluations was conducted by the following individuals:

- Max Sklar, Division Director, Tourism and Cultural Development Department;
- Valentino Medina, Technical Director, Colony Theatre; and
- Angelo Grande, Director of Operations, Miami Beach Convention Center.

Based on the analysis of the four (4) responsive bids received, Mr. Max Sklar and Mr. Angelo Grande recommended the lowest bidder, Miami Stagecraft, Inc. based on surveys, price and experience in working with theatres such as the Adrienne Arsht Center, the Miami City Ballet, and the South Miami Dade Cultural Arts Center. Mr. Valentino Medina recommended Barbizon Delta Corporation, the third lowest bidder, based on past performance and their ongoing technical support after completion of previous projects at the Colony Theatre.

The Administration concluded that it would be in the best interest of the City to recommend the lowest bidder, Miami Stagecraft, Inc.

### **CONCLUSION**

Based on the aforementioned, the Administration recommends that the Mayor and City Commission Award a Contract to Miami Stagecraft, Inc., pursuant to ITB No. 12-11/12, for Purchase and Delivery of Stage Lighting for the Colony Theatre in the total amount of \$41,323.25.

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