

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

May 5, 2008

CALL TO PODIUM:

Michele R. McGleish
 Director of Parks, Recreation
 And Culture

RESPONSIBLE STAFF:

Janet Limmer, Arts and Special
 Events Director

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input checked="" type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Authorizing the City Manager to Award a Contract to Provide Sound and Communication Equipment and Services for Arts and Special Events for FY '09, With the Option to Renew the Contract for Five (5) Years (\$35,000)

SUPPORTING BACKGROUND:
In an effort to provide the highest quality and most economical sound services for Arts and Special Events programs throughout the year, Staff prepared an RFP which was advertised in <i>The Gaithersburg Gazette</i> newspaper on March 12, 2008. Sealed bids were received through Friday April 18, 2008, and opened on April 21.
The following companies received bid packages:
1. SolSound, Inc., 276 Sigma Dr., Harwood, MD 20776
2. Blue Sky Audio, Inc., 655 Gable Dr., Westminster, MD 21158
3. All Stage & Sound, Inc., 21500 Laytonsville Rd., Laytonsville, MD 20882
4. Illusion Sound & Lighting, 1185 Division Hwy., Ephrata, PA 17522
5. Wagtech Sound, 900B Flower Ave., Silver Spring, MD 20901
One bid was submitted: Blue Sky Audio, Inc. Following review of the proposal, confirmation of qualifications, and references, Staff recommends the City award a contract to Blue Sky Audio, Inc., to provide sound and communication services for arts and special events for FY '09 in an amount not to exceed \$35,000, with the option to renew the contract annually for five years.
Events included in the contract are: July 4th, Celebrate Gaithersburg Day, Labor Day Parade, Oktoberfest, St. Patrick's Day Parade, Jingle Jubilee, totaling (\$29,625) and On Stage programs held at City Hall and City parks not specified in the contract, in the amount of approximately (\$5,375).

DESIRED OUTCOME:
Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Michele R. McGleish Date of City Council Meeting: May 5, 2008

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date March 12, 2008

Newspaper(s) The Gaithersburg Gazette

Bids Opened/Tabulated (date) April 21, 2008

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Resolution to provide sound equipment, operation, and services as well as radios for Department of Parks and Recreation and Culture, Arts and Special Events, for July 4th, Celebrate Gaithersburg Day, Labor Day Parade, Oktoberfest, Veterans' Day, Jingle Jubilee, and St. Patrick's Day (\$29,625); and On Stage programs held at City Hall and City parks not specified in the contract, in the amount of approximately (\$5,375). The total amount not to exceed (\$35,000).

CONTRACTED/PURCHASE FROM:

Company Name: Blue Sky Audio, Inc.
Street Address: 655 Gable Dr.
City/State/Zip: Westminster, MD 21158-6348

CONTRACT/PURCHASE AMOUNT: \$ \$35,000.00

Check One: In the Amount of _____ Not to Exceed

FUNDS TO BE EXPENDED FROM: FY '09 Operating Budget Capital Improvements

Account Number: 1436-536000 (\$29,625) & 1437-536000 (\$5,375)

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept.

Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO AWARD A CONTRACT TO PROVIDE SOUND
AND COMMUNICATIONS EQUIPMENT AND SERVICES FOR
ARTS AND SPECIAL EVENTS FOR FY-2009, WITH AN OPTION
TO RENEW THE CONTRACT FOR FIVE (5) YEARS

WHEREAS, a Request for Proposal for Sound and Communications Equipment and Services for special events was advertised in *The Gaithersburg Gazette*, on March 12, 2008, and sealed bids were opened on April 21, 2008; and

WHEREAS, there was only one bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg that the City Manager be, and he hereby is, authorized to award a contract to Blue Sky Audio, Inc., 655 Gable Drive, Westminster, Maryland 21158-6348 in the amount of Twenty-Nine Thousand Six Hundred Twenty-Five Dollars (\$29,625) for sound and communication services for July 4th, Celebrate Gaithersburg Day, Labor Day Parade, Oktoberfest, Veteran's Day, Jingle Jubilee, and the St. Patrick's Day Parade.

AND BE IT FURTHER RESOLVED, that Five Thousand Three Hundred Seventy-Five Dollars (\$5,375) be earmarked for sound/communication services for On Stage programs held at City Hall and City parks not specified in the contract, in the total amount not to exceed Thirty-Five Thousand Dollars (\$35,000); said funds to be expended from the FY '09 Operating Budget.

ADOPTED by the City Council this 5th day of May, 2008.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council,
in public meeting assembled, on the 5th day
of May, 2008.

James D. Arnoult, Acting City Manager