



## MEMORANDUM

**To:** Mayor and City Council

**From:** Tiffany Anderson, Community Engagement Manager  
Jessica Carpenter, Director of Community Experiences

**Date:** May 9, 2023

**Reference:** Consider approval of an award of a bid to B-Weiss Entertainment Group for Special Event Production Services in the amount not to exceed \$250,000, as budgeted; and authorizing the City Manager to sign any necessary documents.

**2040:** Enhance the Unique “Community Oasis” Experience

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### Introduction:

The purpose of this agenda item is to award a bid to B-Weiss Entertainment Group for Special Event Production Services in the amount not to exceed \$250,000.

### Background:

To consistently provide first-rate community special events that citizens of Coppell enjoy, the Coppell Community Experiences department would like to continue utilizing procurement and production services provided by a special event production company. Beginning in 2018, the department engaged in this type of service agreement to execute the annual Celebrate Coppell: Party in the Park event. These services are purchased by the City in order to present community events, utilizing a contractor streamlines the process, as they are responsible for bidding, procuring and paying for various elements, which are then billed to the City under one agreement and one purchase order.

The contract allows the department to secure the best possible prices through negotiated pricing terms with vendors, as well as utilize experience and relationships that the production firm possesses. Previous services provided have included: talent buying, stage, sound and lighting procurement, equipment rental including tents, tables and chairs, linens and golf carts, as well as other specialty décor, signage, portable restrooms and trash disposal services.

In March of 2023, the special events production services contract was bid out as a Request for Proposal (RFP) and sent for open bid using BidSync. One bid was received by the City for review and is listed below:

- B-Weiss Entertainment Group                      \$250,000.00

The department has worked with this contractor to assist in production of events including Celebrate Coppel and Kaleidoscope since 2018. Overall, the City has been very satisfied with the service, quality of work and professionalism they have provided.

**Benefit to the Community:**

Special events are integral to the experience residents enjoy as part of living in Coppel. This contract will assist staff in providing the best events to the community, in an efficient and cost-effective manner.

**Legal Review:**

The bid has been reviewed by the City Attorney.

**Fiscal Impact:**

The fiscal impact of this contract is not to exceed \$250,000.00, as budgeted.

**Recommendation:**

The Community Experiences Department recommends approval of this item.