



Legislation Text

File #: 21-0273, **Version:** 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFP # RE-20-06 "FIREWORKS DISPLAY" TO ZAMBELLI FIREWORKS IN THE AMOUNT NOT TO EXCEED \$48,000 COVERING A TWO YEAR PERIOD.

PROCUREMENT PROCESS TAKEN:

- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."
- Section 35.15 defines an Invitation for Bid as "A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing 15 precise specifications defining the actual commodities required. The invitation for bid shall include instructions to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid."
- Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."
- 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."
- Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."
- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."
- Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."
- Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."
- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."

SUMMARY EXPLANATION AND BACKGROUND:

1. On December 16, 2020 the City Commission authorized the advertisement of RFP # RE-20-06 "Fireworks Display" which was advertised on December 22, 2020.

2. The purpose of this solicitation was to provide fireworks display services to the City for July 4th celebrations.

3. On February 2, 2021, the City opened two (2) proposals from the following vendors:

- Exposhow Inc.
- Zambelli Fireworks

4. On April 7, 2021, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the RFP documents and listed below:

- Program Selection/ Overall Plan (50 points)
- Experience and Ability (35 points)
- References (10 points)
- Local Vendor Preference/Veteran Owned Small Business Preference (5 points)

5. At the April 7, 2021 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Vendor Name
1	Zambelli Fireworks
2	Exposhow Inc.

6. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award RFP # RE-20-06 "Fireworks Display" to the first ranked vendor, Zambelli Fireworks.

7. Zambelli Fireworks has also completed the Equal Benefits Certification Form and has stated that the Contractor currently complies with the requirements of this section.

8. City Administration is recommending moving forward with a Fourth of July celebration this year at Pines Recreation. The event will be a scaled down version from previous years. For this year we will only allow in approximately 3,000 patrons; residents only. There will be no bands, food trucks or kiddie rides. Patrons will be asked to stay with their families and remain socially distant. We will also allow patrons to bring food and drink (no alcohol) to the event.

9. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFP # RE-20-06 "Fireworks Display" to Zambelli Fireworks in the initial amount of \$48,000 covering a two year period, and to direct the City Manager to enter into a contract for services.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$24,000 (\$48,000 for two years.)

b) Amount budgeted for this item in Account No: \$24,000 this fiscal year 2021. Funds are currently budgeted for this project in account # 001-574-7003-549662-0000-000-0000. If approved funding of \$24,000 for fiscal year 2022 will be included in the proposed 2022 budget.

c) Source of funding for difference, if not fully budgeted: Not Applicable.

d) 5 year projection of the operational cost of the project: Not Applicable.

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	NA	NA	NA
Expenditures	\$24,000	\$24,000	NA	NA	NA
Net Cost	\$24,000	\$24,000	NA	NA	NA

e) Detail of additional staff requirements: Not Applicable.