



## Legislation Text

File #: 2023-0641, Version: 1

### Report to Mayor and City Council

Tuesday, January 09, 2024

Consent

#### **SUBJECT:**

**CONSIDER APPROVING THREE (3) CONTRACT SERVICE AGREEMENTS FOR ON-CALL PHOTOGRAPHY SERVICES AT CITY SPECIAL AND DIVISIONAL EVENTS PER REQUEST FOR PROPOSALS NO. 23-024 (CITY COUNCIL)**

#### **I. SUMMARY**

On June 29, 2023, the City issued Request for Proposals (RFP) No. 23-024 for on-call professional photography services at City special and divisional events (Exhibit 1). When the RFP closed on July 20, 2023, five (5) valid proposals were received (Exhibit 2). Staff completed an extensive review and evaluation and identified the following three (3) vendors as the most qualified to receive awards of on-call professional service contracts per the RFP: Clivabeth Photography, NJP Photography, and Tripepi Smith (Exhibit 3). The on-call panel of three vendors would provide City with the needed flexibility, availability and range of services to respond to the City's needs per the RFP. The annual collective cost of the three (3) proposed contracts (Exhibits 4-6) is estimated not to exceed \$80,000.00, and the total spend over the initial three-year term of the three contracts collectively would not exceed \$240,000.00. The proposed contracts also provide for up to two (2) one-year extension periods which may be exercised at the City's option.

#### **II. RECOMMENDATION**

1. APPROVE the proposed Agreement for Contract Services with Clivabeth Photography, LLC to provide on-call photography services for a not-to-exceed total contract sum of \$120,000.00 over the initial three-year term (the "Clivabeth Contract");
2. APPROVE the proposed Agreement for Contract Services with Nicolette-Jackson Pownall dba NJP Photography to provide on-call photography services for a not-to-exceed total contract sum of \$60,000.00 over the initial three-year term (the "NJP Contract");
3. APPROVE the proposed Agreement for Contract Services with Tripepi, Smith & Associates, Inc. to provide on-call photography services for a not-to-exceed total contract sum of \$60,000.00 over the initial three-year term (the "Tripepi Smith Contract"); and
4. AUTHORIZE the Mayor to execute the Clivabeth Contract, the NJP Contract, and the

Tripepi Smith Contract, following approval as to form by the City Attorney.

### III. ALTERNATIVES

TAKE another action City Council deems appropriate.

### IV. BACKGROUND

On June 29, 2023, the City issued Request for Proposals (RFP) No. 23-024 for on-call professional photography services at City Special and Divisional Events (Exhibit 1). These events include, but not limited to, Cajun and Blues White Linen Festival, Jazz Festival, Women's Health Conference, Cinco de Mayo, Faith, Friends & Family Festival, Philippine Independence Day, Juneteenth Celebration, and Winterfest. City Council meetings and other Department Events will also receive coverage, when needed.

After the RFP closed on July 20, 2023, five (5) valid proposals were received. Pursuant to CMC 2611(b), the proposals were ranked by a staff evaluation panel based on the evaluation criteria set forth in the RFP (p.8): relevant experience, capacity to deliver, overall cost, relevant organizational references, and primary preference to local businesses that meet the requirements of CMC 2611.1(b). The following three (3) vendors were determined to be the most qualified: Clivabeth Photography, LLC ("Clivabeth"), Nicolette-Jackson Pownall dba NJP Photography ("NJP"), and Tripepi, Smith & Associates, Inc. ("Tripepi Smith"). Clivabeth was the highest ranked proposer, followed by NJP and Tripepi Smith. A Notice of Intent to award contracts to Clivabeth, NJP, and Tripepi Smith was issued on October 4, 2023.

All three (3) proposed on-call contracts are for a period of three years, with two (2) optional one-year extensions. The individual contract amounts are allocated as follows:

#### Estimated Maximum Annual Cost Per Vendor

- Clivabeth: \$40,000.00
- NJP: \$20,000.00
- Tripepi Smith: \$20,000.00

#### 3-Year Not-to-Exceed Contract Sum Per Vendor

- Clivabeth: \$120,000.00
- NJP: \$60,000.00
- Tripepi Smith: \$60,000.00

The annual cost of these three (3) contracts is expected not to exceed \$80,000.00. The total spend over the initial three-year term of the three contracts collectively would not exceed \$240,000.00. If the options to extend are exercised by the City, the not-to-exceed amount for each optional extension year would be \$40,000 for the Clivabeth Contract and \$20,000 each for the NJP Contract and the Tripepi Smith Contract.

The General Fund and individual Special Event budgets will include these on-call

photography services as part of each fiscal year's adopted budget.

## **V. FISCAL IMPACT**

Funds for this service were included in the adopted FY 2023-2024 General and Special Event budgets and will be incorporated in future budgets. These are in Account No. 101-52-540-101-6004, Account No. 101-90-950-709-6004, Account No. 101-90-980-709-6004, and Account No. 244-90-950-709-6004. All Project Codes for City Special Events are included in the last three (3) account numbers.

## **VI. EXHIBITS**

1. RFP 23-024 On-Call Professional Photography Services Packet (pgs. 4 - 43)
2. RFP 23-024 Bid Register (p. 44)
3. RFP 23-024 Proposal Rankings (p. 45)
4. (Proposed) Clivabeth Contract (pgs. 46 - 73)
5. (Proposed) NJP Contract (pgs. 74 - 100)
6. (Proposed) Tripepi Smith Contract (pgs. 101 - 130)

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