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**Title:** Request from the Stadium Manager to Award Purchase Orders to Cvent for Event Diagram Software Subscription Services, Palace Business Solutions for Security and Life Safety Partitions/Dividers CapEx Project, and Kelly-Moore Paints and Sherwin Williams Paints for Brand Paints and Related Supplies

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**Attachments:** 1. Stadium Manager's Recommendation for Award Memo, 2. CapEx Portion of Stadium Authority FY 2021/22 Budget, 3. Procurement Questions and Responses, 4. Stadium Manager Purchase Order Template

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9/28/2021	1	Council and Authorities Concurrent Meeting	Approved	

## REPORT TO STADIUM AUTHORITY BOARD

### SUBJECT

Request from the Stadium Manager to Award Purchase Orders to Cvent for Event Diagram Software Subscription Services, Palace Business Solutions for Security and Life Safety Partitions/Dividers CapEx Project, and Kelly-Moore Paints and Sherwin Williams Paints for Brand Paints and Related Supplies

### BOARD PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

### DISCUSSION

On September 13, 2021, the Stadium Manager submitted the attached Recommendation for Award memo (Attachment 1), along with supporting procurement documentation, to request approval from the Stadium Authority Board for the following:

- Award a purchase order to Cvent for event diagram software subscription services which will be used to illustrate floorplans and layout options for special events. The purchase order will have a three-year term with an option to extend two additional years (for a total of five years) and a not to exceed amount of \$26,594 over the initial three-year term (October 1, 2021 through September 30, 2024). The vendor submitted additional confidential terms and conditions to be included with the purchase order. Funding for contract years after FY 2021/22 is subject to the Board's approval as part of the annual budgeting process. Per the Stadium Manager, the cost for this service will be charged to the FY 2021/22 Non-NFL Event Budget, Software/Dues and Subscription line item;

- Award a purchase order to Palace Business Solutions for security partitions, in the amount of \$69,459. The security partitions are listed in the Stadium Authority FY 2021/22 CapEx Budget under the Security and Life Safety Partitions/Dividers line item (Attachment 2). The line item is budgeted for \$71,400;
- Award purchase orders to two vendors, Kelly-Moore Paints and Sherwin Williams Paints, for brand paint and related supplies. Each purchase order is for a three-year term and have a not to exceed amount of \$50,000 per fiscal year (for a total not to exceed amount of \$200,000 for the three-year term which spans over four fiscal years). Funding for contract years after FY 2021/22 is subject to the Board's approval as part of the annual budgeting process. Per the Stadium Manager, the cost for these services will be charged to the FY 2021/22 Budget, Shared Expenses, Engineering line item.

The Stadium Manager's Recommendation for Award describes the various Request for Quotation processes that were implemented. Staff sent questions about several of the requests which the Stadium Manager provided responses to. They are included as part of this report as Attachment 3.

#### **ATTACHMENTS**

1. Stadium Manager's Recommendation for Award Memo
2. CapEx Portion of Stadium Authority FY 2021/22 Budget
3. Procurement Questions and Responses
4. Stadium Manager Purchase Order Template