



# **Board of Directors Agenda Report**

MEETING DATE: DECEMBER 17, 2020 ITEM NUMBER: 10E

**SUBJECT:** Presentation of Anticipated 2021 RFPs and Discuss Whether or Not Board Committee Review is Needed

**DATE:** December 11, 2020

**FROM:** Michele Richards, CEO

**PRESENTATION BY:** Michele Richards, CEO

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## **RECOMMENDATION**

At the Board of Directors' discretion.

## **BACKGROUND**

As part of the 2021 budget presentation at the November 2020 meeting of the Board of Directors, staff listed the following Requests for Proposal (RFPs) that were expected to be issued in 2021:

<b>Type of Service</b>	<b>Proposed Release Date</b>
Restroom trailers with ADA	January 1, 2021
Shuttle services	January 1, 2021
Golf cart rental	January 1, 2021
Bottled water	January 1, 2021
Fencing rental	February 1, 2021
Mobile modular portable storage	February 1, 2021
Concert merchandising	July 1, 2021
Carbonated beverages/bottled water sponsorship	August 1, 2021
Carnival	Q4, 2021
Admissions and Teller office trailers	November 1, 2021
Pacific Amphitheatre video services	December 1, 2021
Armored courier services	December 1, 2021
Campground restroom trailer with ADA	December 1, 2021

Previously, the Board had requested that all RFPs be reviewed and approved by the appropriate Board committee prior to release. Staff is requesting that the Board reconsider this procedure and determine whether or not it is needed as these RFPs are operational in scope.

There are certain RFPs for which the staff will request the Board's review and approval because of the importance of the service to our operations and the extent of the financial impact to OCFEC (the carnival RFP is a good example of this), however most RFPs are highly operational and require the technical expertise of staff to write and execute.