

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 25, 2025

FROM: Greg Clark, Parks, Recreation and Community Services Director

SUBJECT: Request to Use the Request for Proposals (RFP) Process for Two Parks & Recreation Contracts

INTRODUCTION:

The purpose of this Agenda item is to request the Board of Mayor & Aldermen to approve the use of the Request for Proposal (RFP) solicitation process for two (2) Parks & Recreation Contracts.

BACKGROUND:

On February 11, 2008, the Board of Mayor & Aldermen voted unanimously to adopt *Ordinance 2008-03 Utilization of Competitive Sealed proposals When Applicable*. This ordinance allows the Town to utilize an RFP process when competitive sealed bidding is either not practicable or not advantageous to the Town and the price is not the determining factor of award.

The ordinance also requires that staff request approval from the municipalities governing body prior to soliciting any proposals.

DISCUSSION:

Staff has prepared a list for the Board's consideration to approve the RFP solicitation process for certain services where it would be most advantageous for the Town to receive the best value of the contracts. They are as follows:

1. **Independence Day Celebration – Entertainment Production Services.**
2. **Harrell Theatre Music Series – Sound Production Services**

BUDGET IMPACT:

There is no budget impact.

PROPOSED MOTION:

To approve the use of the Request for Proposal (RFP) solicitation process for two (2) Parks & Recreation Contracts.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						