

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: September 14, 2026

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

SUBJECT: Request to Use Request for Proposal (RFP) for Independence Day Celebration Entertainment and Production Services

INTRODUCTION:

The purpose of this Agenda item is for the Board of Mayor & Aldermen to consider the approval of the use of the Request for Proposals (RFP) solicitation process for securing one (1) service contract for Independence Day Celebration – Entertainment and Production Services.

BACKGROUND:

In February 2008, the Board of Mayor and Aldermen voted unanimously to adopt Ordinance 2008-03 'Utilization of Competitive Sealed Proposals' when applicable. This ordinance allows the Town to utilize a 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 and Production Services

General Components of the IDC Entertainment and Production Services Contract to include:

- Stage – Set Up and Break Down
- Lighting Systems
- Audio Systems (front of house and rear of house to encompass large acreage and audience of 20,000+)
- Complete Stage Banner Support Systems
- Booking and Coordination of Show Emcee
- Booking and Coordination of Opening Entertainment Act
- Booking and Coordination of Headline Entertainment Act
- Sound Board and Operations/Production of show
- Video Screens/camera operators/cameras
- Overnight Security to insure safety of the stage and equipment

BUDGET IMPACT:

There is no budget impact.

PROPOSED MOTION:

To approve the use of the Request for Proposals (RFP) solicitation process for securing one (1) service contract for Independence Day Celebration – Entertainment and Production Services.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						