



Interoffice Memorandum

February 12, 2024

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: 

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M, Manager II,
Procurement Division

CONTACT: Anthony Camarillo, General Manager, Orange County Convention Center
407-685-5547

SUBJECT: Approval of Contract Y24-1030, Supplemental Rigging Labor Services and Related
Equipment for the Orange County Convention Center

ACTION REQUESTED:

Approval of Contract Y24-1030, Supplemental Rigging Labor Services and Related Equipment for the Orange County Convention Center (OCCC), with Freeman Decorating, in the estimated contract award amount of \$200,000 for a one-year term. Further request authorization of the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

The supplemental rigging services and related equipment will be provided solely for shows and events at the OCCC where the client has engaged directly with Freeman Decorating as the general services contractor.

FUNDING:

Funding is available in account number 4430-035-0919-3197. Delivery Orders will be issued on an as-needed basis.

APPROVALS:

The Orange County Convention Center concurs with the recommendation.

REMARKS:

Freeman Decorating, as the contracted General Service Contractor (GSC) for a specific client's event, has occasionally provided supplemental rigging labor and lift equipment for shows where Freeman is directly contracted as the GSC. In 2023, there were 161 total events held at the OCCC, and 97 of those events utilized a GSC. Freeman Decorating handled 39 of the 97 events, equating to 40% of the total GSC workload, where no other contractor handled more than nine percent of the shows. Due to the OCCC staffing shortages, and especially during multiple concurrent shows, supplemental labor is necessary to provide appropriate service to the clients. Freeman Decorating will be permitted to provide additional rigging labor only for those shows where the client has contracted with Freeman

as their GSC. Rigging services for other shows will be handled by OCCC staff. Without supplemental rigging service labor, the shows would potentially be unable to open on time or be inadequately set up, which then would risk a breach of contract due to service failure. This also could result in a significant negative effect on current and future bookings for clients and affect the economic development in the region and in the local community.

The need for these supplemental rigging services has increased and is anticipated to continue for at least the next few years. Freeman Decorating has a satisfactory record of performance. Price reasonableness has been determined, as previous labor and related lift equipment pricing has not changed within the past two years. Rates effective in March of 2024 include an approximate 10% increase and are considered fair and reasonable.