



Interoffice Memorandum

March 17, 2023

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

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

CONTACT: Ray Walls, Deputy Director, Orange County Convention Center
407-685-5684

SUBJECT: Ratification of Change Order No. 2, Purchase Order M109978, Rigging
Services

ACTION REQUESTED:

Ratification of Change Order No. 2, Purchase Order M109978, Rigging Services, with Freeman Decorating Co., in the amount of \$66,000, for a revised total amount of \$165,000.

PROCUREMENT:

This change order provides additional funding for rigging labor and equipment to cover events through the current fiscal year as necessary.

FUNDING:

Funding is available in the account number 4430-035-0919-3197.

APPROVALS:

The Orange County Convention Center concurs with this recommendation.

REMARKS:

On January 11, 2023, the Procurement Division issued Purchase Order M109978 to Freeman Decorating Co., in the estimated total amount of \$85,000. Freeman Decorating Co. is a general service contractor hired directly by the show client for the transport, preparation and assembly of exhibits, registration booths, carpeting, pipe and drape, and various banners and decorations. Freeman Decorating Co. handles a majority of the client's general service contractor work for shows and events held at the Convention Center. Due to challenges in internal staffing levels and continued increases in overall event business, Freeman Decorating Co. was requested to provide their own rigging staff for events when Freeman Decorating Co. was the designated general service contractor

where internal rigging staff levels were unavailable to perform the tasks due to other concurrent shows.

The PGA Merchandise show, in mid-January 2023, was the first event Freeman Decorating Co.'s rigging workers were required. During the latter stages of show preparation, the client requested the Convention Center provide significant additional rigging work for the show that was previously unanticipated. To avoid a service failure to the client, authorization for the additional work was given. Although this resulted in additional event revenue, it absorbed funding of the purchase order intended for other shows in the coming months.

Previous change order is as follows:

- Change Order No. 1: Added funding in the amount of \$14,000 for a revised estimated total amount of \$99,000, which enabled payment for shows until additional funds are approved. This change order was processed March 7, 2023 within the Procurement Division's authority.