



SUPPLIER MEETING MINUTES

Sound Equipment Services Contract

6/27/2025

Attendees

City of Forest Park: Tarik Maxwell, Recreation and Leisure Director, Talisa Adams, Procurement Manager, Andre Henry, Council Aide & Yazmin Huerta, Asst. Procurement Agent

Digital World Live: Henry Nesbitt, Owner

Purpose

Discuss the contract that the city has with Digital World Live for Sound Equipment Services and address concerns regarding set-up time, operable and sufficient equipment, and qualified staff / point of contact.

Discussion

Recreation and Leisure's Director Tarik Maxwell started the meeting by explaining to Mr. Henry Nesbitt owner of Digital World Live that the council aides had brought to his attention some issues that had occurred during some city events (Gospel Jam and Fun Fridays). Council Aide Andre Henry elaborated by stating that some of the issues were microphones not charged, Digital World Live not on time to effectively set-up, and the provided speakers did not produce clear sound. Andre also stated that during the Gospel Jam, performers were waiting over an hour for sound check and ended up leaving and coming back once Digital World Live arrived.

Mr. Henry stated that he was not aware of these issues or concerns, but did apologize and will ensure to address them with his staff for rectification. Mr. Henry requested to be notified immediately when an issue arises so Digital World Live can address and provide corrective measures immediately.

Procurement Manager Talisa Adams provided the following **RESOLUTIONS** to ensure that both parties meet the contract's expectations and to help alleviate issues that may arise with future events.



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1. **Forest Park will provide an event agenda plan to include at a minimum: number of performers, bands, sound check time, and time duration of the event to Digital World Live a week before the event, so they can proactively plan for the event. Digital World Live will arrive 4 hours prior to the start time to complete the equipment setup, ensure that enough qualified staff are present, identify the onsite event manager and provide phone numbers to Forest Park to communicate with during the event to immediately address any issues that arise, and ensure that sufficient equipment is available and operable.**
2. **Director Maxwell stated that he normally does send an agenda to the council aides via email and will include Digital World Live as well. Mrs. Talisa requested to include Procurement as well to ensure that all parties are informed and expectations are communicated effectively.**
3. **Council Aides will provide event details to all performers/bands when securing bookings to include at a minimum: sound check time, performance time slot, and identify any specific need for or from performers/bands to ensure smooth and effective performances.**
4. **Mrs. Talisa stated that moving forward the Forest Park team completes quarterly supplier rating forms regarding the vendor's performance during the contract's annual renewal term. Mr. Henry was also encouraged to provide feedback to Procurement from the vendor's perspective.**

Mrs. Talisa stated that the meeting results and recommended resolutions will be shared with leadership to obtain approval for the entire 12-month renewal term. Mr. Henry asked about the contract and when the 3-month term begins. Mrs. Talisa stated that the contract's 3-month term begins on July 1, 2025, through September 30, 2025; however, Procurement will seek to obtain the full 12-month renewal term from the Council and will notify Digital World Live. Mr. Henry stated that their agreement to renew under the **same price**, terms and conditions was due to the **12-month renewal period**.

Mrs. Talisa recapped the meeting and next steps, asked if anyone had any other questions, and thanked everyone for their time and input. The meeting was adjourned.