



CITY OF  
**FORESTPARK**

## MEMORANDUM

**TO:** Tarik Maxwell, Director  
Recreation & Leisure Department

**FROM:** Talisa R. Clark, CPPO, Procurement Officer *TC*  
Department of Finance – Purchasing

**SUBJECT:** RFB No. 041924 – Sound Equipment Services (Annual Contract)

**DATE:** June 3, 2024

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Purchasing has completed the evaluation of bids received for RFB No. 041924 Sound Equipment Services (Annual Contract). Three (3) bids were received. Purchasing recommends award to the lowest, responsive, and responsible bidder:

**Digital World Production, 9716 Rabun Way, Jonesboro, Georgia 30238**

**ANNUAL AMOUNT NOT TO EXCEED: \$77,850.00**

With your concurrence, please submit the award recommendation to Council for approval. Upon approval, Purchasing and Recreation & Leisure will work collaboratively to complete the contract process to the awarded vendor.

Please let me know if you need further assistance from Purchasing.

Thanks,

Attachments: Bidder's Bid Response, Bid Tabulation and Evaluation Report, and References Check Report

cc: John Wiggins, Director of Finance

## Talisa Clark

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**From:** Tarik Maxwell  
**Sent:** Monday, June 3, 2024 11:56 AM  
**To:** Talisa Clark  
**Cc:** John Wiggins; Jeremi Patterson  
**Subject:** Re: Award Recommendation for RFB 041924 Sound Equipment Services

I approve the recommendation.

Thanks!!

*Tarik Maxwell*  
Director  
Forest Park Recreation and Leisure  
803 Forest Parkway  
Forest Park, GA 30297  
(404)925-6019  
[tmaxwell@forestparkga.gov](mailto:tmaxwell@forestparkga.gov)

***“Don’t go where the path may lead, Go instead where there is NO PATH & LEAVE A TRAIL”...***

On Jun 3, 2024, at 11:27 AM, Talisa Clark <tclark@forestparkga.gov> wrote:

Yes, The next step from Recreation & Leisure is listed below through project completion:

1. Confirm Recreation & Leisure’s concurrence of award recommendation (Director’s approval)
2. Submit agenda item for Council’s approval (***Purchasing will work with user department***)
3. After Council’s approval, Recreation & Leisure needs to complete requisition form and create requisition number in Tyler to the awarded vendor
4. Submit requisition form and Council’s approval (agenda resolution) to Purchasing (me) via Asana/email for BPA or PO approval
5. Purchasing will obtain all required signature approvals and create the BPA or PO award for submission to vendor to provide necessary documents (insurance, etc.) and schedule a contract kick-off meeting with purchasing, user department, and awarded vendor.
6. Upon completion of event, the vendor will issue an invoice w/BPA or PO number to Recreation & Leisure for submission to Accounting for payment

Thanks,