

STAFF REPORT REGULAR MEETING

AGENDA DATE: December 17, 2024

DEPARTMENT: Leisure Services

TITLE:

Agreement with SunFest of Palm Beach County, Inc for the 2025 Street Painting Festival Production and Management Services

SUMMARY:

Agreement with SunFest of Palm Beach County, Inc for the 2025 Street Painting festival production and management services for the City of Lake Worth Beach.

BACKGROUND AND JUSTIFICATION:

In 2024, The City of Lake Worth Beach, Florida, requested proposals from qualified consultants to provide turn-key production and management services for the City of Lake Worth Beach Street Painting Festival held on Saturday February 22 and Sunday February 23, 2025, 10:00 am – 6:00 pm both days. All permits, goods and services for the Event must be procured, acquired and paid for by the consultant. The services include a full range of professional event management responsibilities, including but not limited to event planning, project management, marketing, procurement and coordination of entertainment, site design and layout, vendor and artist coordination, food and beverage selection and management, sources and coordinating with volunteers, manage and secure service providers, permits and ensure safety and security. The complete scope of services can be found in Exhibit A of the contract. The Director of Leisure Services will work closely with the consultants for regular meetings to ensure event timeline and commitments are being met.

The City received a total of two (2) responses. The Evaluation Committee was comprised of City staff which reviewed the applications and evaluated their proposals in accordance with the evaluation criteria set forth in solicitation documents.

Proposal by SunFest of Palm Beach County, Inc was the highest scoring response and are being recommended for an award. It is the intention of the City to award the agreements for an initial period of 1 year. The term may be extended on an annual basis for addition four (4) consecutive years if considered to be in the best interest of the City.

MOTION:

Move to approve/disapprove the Agreement with SunFest of Palm Beach County, Inc. for the 2025 Street Painting festival production and management services for the City of Lake Worth Beach for the cost not to exceed \$271,222.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$300,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact					
<i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time					
Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Recreation
Division	Special Events
GL Description	Parks and Recreation / Promotional Activities
GL Account Number	001-8063-572.48-00
Project Number	N/A
Requested Funds	\$271,222.00
Remaining Balance	\$28,778
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenues