



**City of Coral Gables  
CITY COMMISSION MEETING  
March 11, 2025**

**ITEM TITLE:**

A resolution accepting the recommendation of the City Manager to waive the competitive bid process of the procurement code as a Special Procurement/Bid Waiver for the continuation of professional programming services with Evolve Theatre for theater related programming, camps and shows including rehearsals and ticket admission services at the War Memorial Youth Center in the estimated amount of \$94,500 not to exceed the available budget, pursuant to Section 2-691 of the City's Procurement Code.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

In 2022 at the request from the public, staff pursued a search for a new contracted theater vendor and initiated a limited pilot program for a theater summer camp through the use of the professional services exemption for services with special skills technical in nature, using Procurement Code, Section 2-607(24).

In the last year, community demand for these theater services have increased in size and scope and now include new theater specialty classes and shows including theater directing, musical theater 101, theater prop making, costume design, theater jr. thespian as well as four theatrical shows a year. The program serves more than 150 children at the War Memorial Youth Center with shows servicing approximately 150 parents and patrons each showing.

The Community Recreation Department recommends continuing with this contracted theater vendor for theater programming services in order to provide continuity of operations and high-level services for the summer and the fall/winter of the 2025 programming season, which will allow for a formal RFP process to be initiated.

Approval of the competitive bid waiver will allow the continuation of existing contracted theater services to the community and patrons of the War Memorial Youth Center.

Section 2-691 of the Procurement Code entitled "Special Procurement/Bid Waiver" authorizes the Chief Procurement Officer to initiate a special procurement/bid waiver when an unusual or unique situation exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposal contrary to the public interest.

**FINANCIAL INFORMATION:**

| No.           | Amount                                   | Account No.       | Source of Funds                    |
|---------------|--|-------------------|------------------------------------|
| 1.            | Additional \$70,000 for this fiscal year | 001-6050-572-3122 | Operating budget for Division 6050 |
| 2.            |  |                   |                                    |
| <b>Total:</b> | <b>\$94,500</b>                          |                   |                                    |

**Fiscal Impact:**

The additional requested amount will increase from 24,500 to 94,500 and be funded from the budgeted operating funds allocated to the War Memorial Youth Center.

The new contract will not result in an additional funding request as the funds to pay the contractor are collected in the form of fees from the participant and a revenue split is conducted between the city and contractor for services performed. Fee/revenue split breakdown: 100% of fees are collected from the participant, 30% are retained by the city in the form of revenues and 70% are paid out to the contractor for services performed from the budgeted operating funds.

**ATTACHMENT(S):****1. Resolution**