

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 18, 2018

RESOLUTION TO ENTER INTO AGREEMENT WITH SPINDRIFT MANAGEMENT, LLC FOR SERVICES FOR THE “PARTY FOR THE PEOPLE”

- WHEREAS, On February 17, 2019, the Cleveland Public Library will begin a year of celebration commemorating 150 years of service to the people of Cleveland; and
- WHEREAS, The Library desires to host a day-long outdoor event for the public called “Party for the People” in July 2019 as part of its 150th anniversary celebration; and
- WHEREAS, Spindrift Management, LLC (“Spindrift”) is an event planning and management firm that provides services including event logistics and staffing and event production. Spindrift is Cleveland-based and assisted with the production of such events as the 2016 Cleveland Cavaliers Championship Rally and the InCuya Music Festival; and
- WHEREAS, Spindrift has proposed to provide event production services for the “Party for the People” including planning and coordinating the event, sourcing and booking entertainment, and sourcing and managing vendors and subcontractors, for a total fee of \$17,500 plus the cost of entertainment, vendors, and subcontractors for which Spindrift has provided approximate estimates in the amount of \$53,450, for a total contract price to \$70,950; and
- WHEREAS, The Library Administration finds Spindrift’s proposal to be fair and reasonable and hereby requests that the Board of Library Trustees authorize the Executive Director to enter into a contract with Spindrift for event management services for the “Party for the People” for a total contract price not-to-exceed \$80,000 which includes additional funds in the event that the cost of entertainment, vendors, and subcontractors may be higher than estimated; now therefore be it
- RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Spindrift Management, LLC, for event production services for the “Party for the People” for a total cost not-to-exceed \$80,000 which shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

EXHIBIT "A"

PROPOSAL FOR EVENT CONSULTING SERVICES

- I. *Scope of Services:*
- a. General organizational planning: November, 2018-July 2019
 - i. Plan and lead regular conference calls, beginning monthly, then biweekly, then weekly, with all relevant stakeholders
 - ii. Oversee, update and distribute overall timeline for event, ensuring benchmarks are being hit by all stakeholders
 - b. Act as organizational and operational lead for event coordinating the following activities:
 - i. Entertainment
 - 1. Advancing managing entertainment selected by CPL
 - 2. Assist with the sourcing and booking of ancillary programming / entertainment, in keeping with theme of event
 - ii. Vendors
 - 1. Intake vendor inquiries if applicable, coordinate and manage load-in/load-out. This includes coordinating with any sponsors activating at the event and transacting and contracting with vendors on behalf of CPL.
 - iii. Operations vendor sourcing and management for the following
 - 1. Power
 - 2. Tents/structures
 - 3. Restrooms
 - 4. Fencing/barricade
 - 5. ATMs
 - 6. Stage/sound/lights
 - 7. Site lighting
 - 8. Heavy equipment, as necessary
 - 9. Signage (directional and sponsor/partner)
 - 10. Operations staffing
 - c. Plan and oversee food and beverage operation i.
 - food vendors
 - ii. food trucks
 - d. Safety/security
 - i. Work alongside CPL to ensure all necessary LEP + security guards are scheduled and deployed per event and CPD requirements
- II. *Compensation:* Client agrees to compensate Contractor based on the following:
- i. \$5,000 for event/organizational management, creative consulting, etc
 - ii. \$7,500 for Event operations/vendor sourcing/coordination, signage coordination, permitting, F?B coordination, etc
 - iii. \$5,000 for event staffing, including event lead, operations staff, stage manager iv. Additional fees invoices as agreed upon, in an amount not-to-exceed Two Thousand Five Hundred Dollars (\$2,500).
- b. Client shall issue Contractor payments based on the following schedule
- i. \$8,000 on or before January 22, 2018
 - ii. \$3,000 on or before April 1, 2018
 - iii. \$5,000 on or before July 1, 2018
 - iv. \$6,500 on or before August 1, upon completion of event