

AGENDA ITEM 6

RE: Approval of Contract for Graduation Production Services

STAFF RECOMMENDATIONS: That the Board approve a three (3) year agreement with Texas AVL for graduation production services.

BACKGROUND: The College issued a request for proposal in March for graduation production services. The request called for vendors with experience in large-scale even production, preferably with experience in higher education ceremonies or similar formal events. Selected vendor must have qualified staff in audio, lighting, video, and special effects.

Services requested as part of the RFP include:

- Audio: High-quality sound system to ensure clear, evenly distributed audio for all attendees
- Lighting: Dynamic and atmospheric lighting for the both the stage and audience areas
- Video: Large-scale video screens to enhance visibility and engagement for the audience
- Special Effects: Eye-catching, safe special effects to create celebratory moments

The College received one proposal from Texas AVL. The proposed cost for these services is \$49,320.67 per graduation ceremony.

BUDGETARY CONSIDERATIONS: \$98,641.34 for two annual graduation ceremonies. The cost for these services is covered using savings generated by the facilities use agreement between the College and the City of Laredo for the use of the Sames Auto Arena.

CONTACT PERSONS:

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