

TO: Board of Commissioners
FROM: Daniel Novak, Director of Athletics & Facilities
 Margie Wilhelm, Director of Marketing
THROUGH: Michael Benard, Executive Director
RE: Wheaton Park District Sound & Lighting for 2022 Special Events
DATE: April 20, 2022



STATEMENT OF THE ISSUE

The Wheaton Park District annually produces high quality special events that require a sound and light technician as well as the sound and light equipment. These events which touch over 22,000 guests annually include, Cream of Wheaton, Memorial Concert Series, Wheaton Brew Fest, Shakespeare in the Park, and October Fest.

Bid packets were sent to six (6) companies and a bid notice was placed in the Daily Herald newspaper. On Friday, March 18, 2022, at 10A at the Wheaton Park District Park Services Center bids were received and two were opened.

Wheaton Park District 2022 Special Event Sound & Lighting Bid Results

Vendor	Cream of Wheaton	Memorial Park Concert Series	Wheaton Brew Fest	Shakespeare in the Park	October Fest	Total
Hi-Fi Events	\$8,000	\$16,500	\$1,250	\$6,600	\$1,400	\$33,750
Nova Too	\$11,780	\$28,500	\$1,640	\$7,970	\$2,760	\$52,650*

** Nova Too included a 10% discount if all five events were awarded to them for a total of \$47,385*

PREVIOUS COMMITTEE/BOARD ACTION:

In 2021 staff used a competitive request for proposal process for special events sound and lighting. Last year’s expenses were under the \$25,000 bid limit due to less events. Hi-Fi Events and Nova Too participated in supplying Sound and Lights to those events. Hi-Fi Events did a great job in 2021 and staff was pleased with their services.

REVENUE OR FUNDING IMPLICATIONS:

All expenses are included in the Wheaton Park District Special Event Operational Budgets and will be covered by sponsorships, as well as ticket and beverage sales.

RECOMMENDATION:

Staff recommends that the Wheaton Park District Board of Commissioner’s approve and award the 2022 Special Event Sound & Lighting Bid to Hi-Fi Events in the amount \$33,750.