

# EXHIBIT C

## LOS ANGELES PUBLIC LIBRARY BOARD REPORT

July 23, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVE A REQUEST FOR PROPOSALS FOR AN AUDIOVISUAL  
CONSULTANT FOR THE LOS ANGELES PUBLIC LIBRARY**

### RECOMMENDATIONS

That the Board of Library Commissioners:

1. Approve the release of a Request for Proposals (RFP) for an Audiovisual Consultant, substantially in the form attached, at the Los Angeles Public Library and authorize the City Librarian, or designee, to advertise and distribute the RFP to potential proposers; and
2. Approve that the proposals must be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee; and
3. Determine, in accordance with the Los Angeles City Charter Section 1022, that it is more economical that these services be performed by an independent contractor than by City employees; and
4. Approve that the City Librarian and City Attorney be authorized to make technical changes if needed to the RFP; and
5. Adopt the attached Resolution regarding the release of the RFP, the proposal submission, and Los Angeles City Charter Section 1022.

### FINDINGS

1. The Los Angeles Public Library (LAPL) desires to issue an RFP to select a qualified Audiovisual Consultant to provide professional and technical services to manage, direct, plan, and coordinate the audiovisual, lighting and other technical aspects of meetings or productions staged in the Central Library S. Mark Taper Auditorium, Rotunda, Courtyards, meeting venues and other library facilities.
2. The term of the agreement with the Audiovisual Consultant would be two (2) years with one (1) one-year renewal option
3. Funds are available for the proposed contract in the Library's Contractual Services Account.
4. This RFP has been reviewed by the Office of the City Attorney as to form.

Attachments: RFP 44-023 Audiovisual Consultant

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