



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 24, 2023

FROM: COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT WARD: 1

SUBJECT: SERVICES AGREEMENT WITH ICE COLD ENTERTAINMENT, INC. TO DESIGN, INSTALL AND MANAGE AN ICE RINK FOR THE AMOUNT OF \$401,295, PLUS A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$40,129.50, FOR A TOTAL AMOUNT NOT TO EXCEED \$441,424.50, FOR A TERM ENDING JANUARY 31, 2024

ISSUE:

Approve a Services Agreement with Ice Cold Entertainment, Inc. of Newport Beach, California, to design, install, and manage an ice rink for the 2023 Festival of Lights for the amount not to exceed \$441,424.50.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with Ice Cold Entertainment, Inc. of Newport Beach, California, to design, install, and manage an ice rink for the 2023 Festival of Lights for the amount, not to exceed, \$401,295 for a term ending on January 31, 2024;
2. Authorize a 10% change order authority for the amount of \$40,129.50, for changes including but not limited to, visitor safety, repairs, or unforeseen conditions.
3. Authorize the City Manager, or his designee, to execute the Services Agreement with Ice Cold Entertainment, Inc., including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 31st Annual Festival of Lights (Festival) Switch-On Ceremony on Saturday, November 18, 2023, and the 2023 Festival of Lights from Sunday, November 19, 2023, through Sunday, December 31, 2023.

In 2006, the Festival offered the only outdoor ice-skating rink in the Inland Empire. The ice rink was a major attraction from 2006 to 2015. This added a unique feature to the event and programming offering attendees a real ice-skating experience while they enjoyed visiting the Mission Inn Hotel & Spa's holiday lights display.

In 2016 construction on Main Street changed the space available for needed equipment to allow

for the ice rink and the feature was suspended. Although options for other locations and options were researched, the pandemic halted plans to bring the ice rink back as part of Festival's programming.

DISCUSSION:

On July 20, 2023, RFP No. 2301 was issued for ice rink equipment and management services for the 2023 Festival of Lights event by the Purchasing Division on Planet Bids. The notification of RFP release was sent to 3 City of Riverside vendors, and 30 external vendors. The RFP accumulated 5 prospective bidders. The RFP did not have a pre-bid meeting, no addenda were issued, and 6 questions were received. At the bid due date of August 9, 2023, only one response was received. After Purchasing's review Ice Cold Entertainment, Inc. of Newport Beach, California was deemed as a responsive and responsible bidder. When the Purchasing department reached out to the vendors that downloaded the RFP document but failed to submit a response, one vendor's feedback was received. The vendor indicated that the scope of work was both expensive and time consuming to install and remove, therefore decided to not submit a proposal.

The ice rink will be open daily from 5:00 to 10:00 pm with three (3) one-hour sessions available. The price to skate is \$20 per skater for one session including skate rental. With approximately 12,000 skaters expected over the duration of the event, there is a potential revenue of \$240,000. The proposed agreement is an amount not to exceed \$441,424.50.

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, and **Goal 1.2 – Enhance equitable access to arts, culture and recreational service offerings and facilities.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Ice Cold Entertainment, Inc. participated in an open RFP for Festival of Lights ice rink and won the bid based on the ability to provide the requested service, pricing, and overall selection process.
2. **Equity** – The 2023 Festival of Lights is a free community event. Programming for the event includes opportunities for free experiences and participation by all the community.
3. **Fiscal Responsibility** – Competitive procurement was used to secure the lowest cost for services related to the Festival of Lights ice rink.
4. **Innovation** – The ice rink is an enhancement to Festival of Lights in a new location that was not included in programming in past years.
5. **Sustainability & Resiliency** – The planning of the event considers practices that reduce waste, purchase and use of materials and products that will have an extended life, and programs that generate revenue to sustain the event for coming years.

FISCAL IMPACT:

The total fiscal impact of the action is \$441,424.50, which includes a contingency amount of \$40,129.50. The funds are budgeted and available in the General Fund, CD-Arts & Cultural Affairs, Festival of Lights account number 2850000-453225. A portion of the expenditures is forecast to be offset by projected revenue of approximately \$240,000. The revenue received will be deposited into the General Fund, CD-Arts & Cultural Affairs, Festival of Lights revenue account number 2850000-374225.

Prepared by: Jennifer A. Lilley, AICP, Community & Economic Development Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Services Agreement with Ice Cold Entertainment, Inc.