



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 7, 2023

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARD: 1
DEPARTMENT

SUBJECT: SERVICE AGREEMENT WITH MIRAMAR LUXURY INC. FOR A TERM ENDING
JANUARY 31, 2024, IN THE AMOUNT NOT TO EXCEED \$82,095.

ISSUE(S):

Approve a Services Agreement with Miramar Luxury Inc. of Ontario, California, to provide restroom services for the 2023 Festival of Lights in the amount not to exceed \$82,095.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with the Miramar Luxury Inc. of Ontario, California, to provide restrooms for the 2023 Festival of Lights for the amount not to exceed \$82,095 for a term ending on January 31, 2024.
2. Authorize the City Manager, or his designee, to execute the Service Agreement with Miramar Luxury 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.

The Festival is a community event that takes place along Main Street between Tenth Street and Fifth Street and the surrounding area. This year the ice rink will return. Each year the event draws visitors from all over the region. The event requires restroom services in various locations.

DISCUSSION:

On July 20, 2023, the Purchasing Division issued RFP No. 2300 for Restroom Services for the 2023 Festival of Lights event on Planet Bids. The notification of release was sent to 80 City of Riverside vendors and 173 external vendors. The RFP accumulated 7 prospective proposers, and when the RFP closed on August 9, 2023, no responses were received. The Purchasing Division reached out to the prospective vendors to acquire feedback on the lack of responses. Responses from the vendors ranged from the vendor's base of operation being too far to service the City of

Riverside, looking for a longer-term commitment, and the scope of services not being clear for the fencing portion needed.

Since no proposals were received, the Purchasing Division advised the Arts & Cultural Affairs Division to issue Informal Bid No. FOL Bid 2023-03 to companies who were not included in the Planet Bids potential vendor list. Three (3) bids were received and Miramar Luxury Inc. of Ontario, California was the lowest responsive bidder. The proposed agreement is an amount not to exceed \$82,095.

Vendor	Location	Total Amount
Miramar Luxury Inc	Ontario, Ca	\$82,095.00
Reliable Rentals, Inc	Pomona, Ca	\$90,590.00
SSS Fence	Fontana, Ca	\$144,574.00

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

FISCAL IMPACT:

The total fiscal impact of the action is \$82,095. The funds are budgeted and available in the General Fund, CD-Arts & Cultural Affairs, Festival of Lights account number 2850000-453225

Prepared by: Jennifer A. Lilley, 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 Norton, City Attorney

Attachment:

1. Agreement with Miramar Luxury Inc.