



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 8, 2022

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARD: 1
DEPARTMENT

SUBJECT: REQUEST FOR PROPOSALS NO. 2218 – SERVICES AGREEMENT WITH AMERICAN GLOBAL SECURITY FOR EVENT SECURITY SERVICES FOR A TERM ENDING ON JANUARY 31, 2023, IN AN AMOUNT NOT TO EXCEED \$197,680 FOR THE 2022 FESTIVAL OF LIGHTS

ISSUES:

Approve a Services Agreement with American Global Security of Chatsworth, CA, to provide event security for the 2022 Festival of Lights for an amount not to exceed \$197,680, for a term ending on January 31, 2023.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with American Global Security of Chatsworth, CA, to provide event security services for the 2022 Festival of Lights in an amount not to exceed \$197,680 for a term ending on January 31, 2023; and
2. Authorize the City Manager, or his designee, to execute the Services Agreement with American Global Security, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 30th Annual Festival of Lights Switch-On Ceremony (Switch on Ceremony) on Friday, November 25, 2022, and the 2022 Festival of Lights (Festival) from Saturday, November 26, 2022, through Sunday, December 31, 2022. The Festival attracts visitors from the community and the surrounding region nightly.

DISCUSSION:

In June 2022, the City Council approved a two-year budget, which included an FOL budget and requisite security. The security cost exceeds City Manager approval authority and, as a result, falls within the City Council approval authority.

On August 11, 2022, the Purchasing Division issued Request for Proposals (RFP) No. 2218 for security services for the 2022 Switch on Ceremony and Festival. Four responsive proposals were received by the August 30, 2022, deadline.

A team of five City evaluators, with Purchasing's approval, selected American Global Security of Chatsworth, California as the most responsive bidder. The proposed Services Agreement is for an amount not to exceed \$197,680.

The proposal costs, including results, are summarized in the table below:

Vendors	City Location	Bid Amount	Rank	Score*
American Global Security	Chatsworth, CA	\$197,680.00	1	687.91
Security Guards of America, Inc.	Sherman Oaks, CA	\$62,203.70	2	552.43
Citiguard Security	West Hills, CA	\$39,302.00	3	550.00
DSS Global Agency Inc.	Rancho Cucamonga, CA	\$58,420.00	4	547.82

*Score based on Weighted Score, Qualifications (350), Experience (150), Approach and Methodology (150), and Cost (300), Professional References (50)

The Purchasing Manager concurs that the recommended action to approve is in compliance with Purchasing Resolution 23812.

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** – American Global Security participated in an open RFP for Festival of Lights security based on the ability to provide this service, pricing, and overall selection process.
2. **Equity** – The Switch on Ceremony and Festival are free to the community. Programing for the event will extend to areas outside the event footprint with department programs at parks and community centers.
3. **Fiscal Responsibility** – The Request for Proposal process ensures that the best scoring proposal is selected and also includes a score for cost.
4. **Innovation** – American Global Security is able to provide these services using innovative equipment to ensure a safe experience for visitors of the Festival of Lights.
5. **Sustainability & Resiliency** – These services will enhance the experience of the Festival of Lights. Due to Covid-19, the event has been cancelled or limited for the last two years and these services allow the community to come together and celebrate our signature event in a safe environment.

FISCAL IMPACT:

The total fiscal impact of the action is \$197,680. The funds are budgeted and available in the General Fund, CD-Arts & Cultural Affairs, Festival of Lights account number 2850000-453225.

Prepared by: Chris Christopoulos, Acting Community & Economic Development Director

Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Agreement with American Global Security
2. RFP No. 2218 Award Recommendation