



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 6, 2018**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT      WARDS: ALL**

**SUBJECT: 2018 FESTIVAL OF LIGHTS- UNARMED SECURITY AND LOGISTIC SERVICES, RFP NO. 1847, AGREEMENT FOR SECURITY AND LOGISTICS WITH CONTEMPORARY SERVICES CORPORATION IN AN AMOUNT NOT TO EXCEED \$250,000.00, FOR A TERM THROUGH JANUARY 31, 2019, WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL TWO-YEAR TERMS, FOR A MAXIMUM OF FIVE YEARS TOTAL; AND TRAFFIC MANAGEMENT SERVICES, BID NO. 7609, AGREEMENT FOR TRAFFIC MANAGEMENT SERVICES WITH CAT TRACKING, INC., IN AN AMOUNT NOT TO EXCEED \$125,225.00 PLUS A 10% CONTINGENCY OF \$12,522.50, IF NEEDED, FOR A TOTAL NOT TO EXCEED THE AMOUNT OF \$137,747.50, FOR A TERM THROUGH JANUARY 31, 2019**

## **ISSUES:**

Approve the Agreement for Event Security and Logistics with Contemporary Services Corporation for unarmed security and logistics services for the Festival of Lights event, in an amount not to exceed \$250,000.00, for a term through January 31, 2019, with an option to extend for two additional two-year terms, for a maximum of five years total; and approve the Traffic Control Services Agreement with Cat Tracking, Inc. for Festival of Lights traffic control services, in an amount not to exceed \$125,225.00 plus a 10% contingency of \$12,522.50, for a total not to exceed the amount of \$137,747.50, for a term through January 31, 2019.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Agreement for Event Security and Logistics with Contemporary Services Corporation in an amount not to exceed \$250,000.00, for a term through January 31, 2019, with an option to extend for two additional two-year terms, for a maximum of five years total;
2. Authorize the City Manager, or his designee, to execute the Agreement for Event Security and Logistics with Contemporary Services Corporation, including making minor and non-substantive changes;
3. Authorize the City Manager, or his designee, to execute up to two additional two-year terms for the Agreement for Event Security and Logistics with Contemporary Services

Corporation, provided that the annual amounts are included in subsequent approved budgets;

4. Approve the Traffic Control Services Agreement with Cat Tracking, Inc., in an amount not to exceed \$125,225.00 plus a 10% contingency of \$12,522.50, for a total not to exceed the amount of \$137,747.50, for a term through January 31, 2019;
5. Authorize the City Manager, or his designee, to execute the Traffic Control Services Agreement with Cat Tracking, Inc., including making minor and non-substantive changes.

## **BACKGROUND:**

Festival of Lights has become the highest attended event in the City of Riverside and continues to grow each year. The success of the event has required additional measures to be put in place to ensure crowd control, security for temporary displays and attractions that are left unattended during non-festival hours, and most importantly, the overall safety of all who come to enjoy the Festival of Lights event. Additional safety measures include street closures during the event on days when attendance is higher, crossing guard services, and additional staffing.

## **DISCUSSION:**

On August 23, 2018, RFP #1847 was issued for event security and logistics for the 2018 Festival of Lights event by the Purchasing Division on PlanetBids. Three proposals were received by the September 4, 2018 deadline. After evaluation by a City selection committee consisting of three evaluators and Purchasing's approval of the committee's recommendation, Contemporary Services Corporation of Northridge, California was selected as the most responsive bidder. The proposed agreement is through January 31, 2019 for an amount not to exceed \$250,000 with an option to extend for two (2) additional two (2)-year terms for a maximum of five (5) years.

On September 12, 2018, Bid No. 7609 was issued by the Purchasing Division on PlanetBids for traffic management services for the Festival of Lights event. Four responses were received by the September 25, 2018 deadline. After staff evaluation and with Purchasing's approval, Cat Tracking, Inc. of Riverside, California was selected as the lowest responsive bidder. The proposed agreement is in the amount of \$125,225.00 plus a 10% contingency of \$12,522.50, for a total not to exceed amount of up to \$137,747.50. The 10% contingency amount is included to cover any additional unforeseen safety measures that may be necessary during the event.

The Purchasing Manager concurs that the recommendations to award are in compliance with Purchasing Resolution 23256. The Director of Public Works concurs with the recommendations in this report.

## **FISCAL IMPACT:**

The total not to exceed amount for the agreement with Contemporary Services Corporation is \$250,000.00. The total not to exceed amount for the agreement with Cat Tracking, Inc. is \$137,747.50. Sufficient funds for both agreements are available in the Festival of Lights Account No. 2850000-453225.

Prepared by: David Welch, Interim Community & Economic Development Director  
Certified as to  
availability of funds: Edward Enriquez, Interim Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Agreement with Contemporary Services Corporation
2. Agreement with Cat Tracking, Inc.
3. RFP No. 1847 Award Recommendation
4. Bid No. 7609 Award Recommendation