



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 1, 2019

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

SUBJECT: FIRST AMENDMENT TO SERVICES AGREEMENT WITH GROOVELABS, LLC, TO PROVIDE SERVICES FOR THE 2019 FESTIVAL OF LIGHTS ENTERTAINMENT STAGE, TO EXTEND THE AGREEMENT THROUGH JANUARY 31, 2020, AND INCREASE THE COMPENSATION BY AN AMOUNT NOT TO EXCEED \$30,644, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$66,327.

ISSUE:

Approve the First Amendment to the Services Agreement for the 2019 Festival of Lights Entertainment Stage with Groovelabs, LLC, of Apple Valley, California, to extend the agreement through January 31, 2020, and increase the compensation by an amount not to exceed \$30,644.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to Services Agreement with Groovelabs, LLC, for the 2019 Festival of Lights Entertainment Stage, to extend the term through January 31, 2020, and increase the compensation by an amount not to exceed \$30,644, for a total contract amount not to exceed \$66,327; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Services Agreement with Groovelabs, LLC, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 27th Annual Mission Inn Hotel & Spa Festival of Lights (Festival) Switch-On Ceremony on Friday, November 29, 2019, and the 2019 Festival of Lights from Saturday, November 30, 2019, through Tuesday, December 31, 2019. The Festival has live entertainment daily beginning with the Switch-On Ceremony and for the duration of the event. The entertainment stage is set-up prior to the commencement of the Festival and remains in place for the duration of the event. Entertainment includes community and professional groups with entertainers offering holiday merriment in various genres.

On August 14, 2018, RFP No. 1846 was issued for the Festival of Lights Entertainment Stage

Services. Groovelabs, LLC, was selected to perform these services. On November 5, 2018, a Services Agreement was executed for an initial one year term in an amount not to exceed \$35,683.00 with the option for an additional one year extension. The initial term of the Services Agreement expired on January 31, 2019.

DISCUSSION:

The First Amendment to the Services Agreement extends the agreement through January 31, 2020. This extension allows for an additional amount not to exceed \$30,644.00 for a total not to exceed amount of \$66,327.00 for the entire two year term of the agreement with Groovelabs, LLC.

The first amendment in the amount of \$30,644 increases the contract amount from \$35,683 to \$66,327. When a contract exceeds \$50,000, Purchasing Resolution No. 23256 requires City Council approval. Therefore, staff recommends approval of the First Amendment to ensure that the entertainment stage is set-up prior to the commencement of the 2019 Festival of Lights Switch-On Ceremony and remains in place for the duration of the Festival of Lights event through December 31, 2019.

FISCAL IMPACT:

The fiscal impact of this action is an addition of \$30,644. only for year 2 of the contract There are sufficient funds available in the Festival of Lights Account No. 2850000-453225.

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

Attachment:	First Amendment to Services Agreement with Groovelabs, LLC
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