



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 22, 2019

FROM: PUBLIC WORKS DEPARTMENT WARD: 1

SUBJECT: BID NO. 7703 – AGREEMENT WITH CAT TRACKING, INC., OF RIVERSIDE, CALIFORNIA, FOR FESTIVAL OF LIGHTS TRAFFIC CONTROL SERVICES IN THE AMOUNT OF \$117,500, PLUS A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$11,750, FOR A TOTAL AMOUNT NOT TO EXCEED \$129,250

ISSUE:

Award Bid No. 7703 to Cat Tracking, Inc., of Riverside, California, for Festival of Lights Traffic Control Services, in the amount of \$117,500, and authorize a 10% change order authority in the amount of \$11,750, for a total amount not to exceed \$129,250.

RECOMMENDATIONS:

That the City Council:

1. Award Bid No. 7703 to Cat Tracking, Inc., of Riverside, California, for Festival of Lights Traffic Control Services, in the amount of \$117,500;
2. Authorize a 10% change order authority in an amount up to \$11,750, for changes including, but not limited to, safety or traffic concerns, or unforeseen conditions; and
3. 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:

The Festival of Lights has become the largest event in the City of Riverside, and continues to draw larger crowds each year. The growing success of the event requires that additional measures are put in place to ensure crowd control and management of a high volume of vehicular and pedestrian traffic, and most importantly, provide for the overall safety of Festival of Lights visitors. Safety measures include street closures for the duration of the event, and additional closures and traffic control on event days when higher attendance is expected.

DISCUSSION:

On August 14, 2019, Bid No. 7703 was issued by the Purchasing Division for Festival of Lights Traffic Control Services. Bid No. 7703 closed on September 3, 2019, with two bids received. After evaluation of the bids, Cat Tracking, Inc., of Riverside, California, was selected as the lowest responsive bidder.

The Community & Economic Development Director concurs with the recommendations in this report. The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

The fiscal impact of the action is not to exceed \$129,250. Sufficient funds are available in Festival of Lights Account No. 2850000-453225.

Prepared by: Kris Martinez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Agreement
2. Award Recommendation