



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 16, 2026

FROM: PARKS, RECREATION AND COMMUNITY WARDS: ALL
SERVICES DEPARTMENT

**SUBJECT: SECOND AMENDMENT TO SERVICES AGREEMENT WITH THE SAUCE
CREATIVE SERVICES CORP OF MONROVIA, CALIFORNIA, FOR THE
EXPLORE RIVERSIDE/RIVERSIDE ACTIVITY GUIDE TO INCREASE
COMPENSATION FOR THE FIRST OPTIONAL ONE-YEAR EXTENSION
ENDING ON JUNE 30, 2027, BY \$237,837.87, FOR A REVISED TOTAL
AGREEMENT AMOUNT OF \$1,047,340.47**

ISSUE:

Approve the Second Amendment to the Services Agreement with The Sauce Creative Services Corp for the Explore Riverside/Riverside Activity Guide to increase compensation for the first optional one-year extension ending on June 30, 2027, by \$237,837.87, for a revised total agreement amount of \$1,047,340.47.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Services Agreement with The Sauce Creative Services Corp;
2. Increase the total agreement amount for the first one-year extension term by \$237,837.87, for a revised total agreement amount of \$1,047,340.47; and
3. Authorize the City Manager, or designee, to execute the Amendment with The Sauce Creative Services Corp, including making minor and non-substantive changes.

BACKGROUND:

The Explore Riverside / Parks, Recreation and Community Services Activity Guide is a nationally recognized publication that provides residents with access to programs, services, and events offered throughout the city.

On June 20, 2023, City Council awarded Request for Proposal (RFP) No. 2214 to The Sauce

Creative Services Corp for a three-year term ending June 30, 2026, with two optional one-year extensions and a change order authority of 20%.

On December 22, 2025, the First Amendment was executed and increased the contract amount to \$809,502.60.

The agreement supports the continued production, design, printing, and distribution of the Activity Guide, which is distributed citywide and serves as a key communication tool connecting residents to programs and services.

DISCUSSION:

The proposed Second Amendment exercises the first one-year extension option and reflects a 2.95% increase from the previous fiscal year to account for production and service cost adjustments.

The Activity Guide continues to:

- Provide equitable access to information for residents citywide
- Support participation in programs and services
- Generate revenue through program visibility and engagement
- Align with industry standards for municipal publications

As reflected in the original agreement approval, the contract supports design, print, and distribution services across the Parks, Recreation and Community Services Department, City Manager's Office (CMO), and Library budgets.

Purchasing Overview

On November 1, 2022, the Parks, Recreation and Community Services Department (PRCSD) issued RFP No. 2244 for the design, printing, and distribution of the Activity Guide. PRCSD received two proposals and selected The Sauce Creative Services as the most qualified responsive proposer based on the evaluation criteria outlined in the RFP.

The Original Agreement was approved by the City Council on June 13, 2023, in accordance with former Purchasing Resolution 23914, Section 508, which states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that ... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The First Amendment was executed on December 22, 2025, increasing the compensation by \$134,917, for a total contract amount of \$809,502.60.

This Second Amendment proposes to increase the contract amount by \$237,837.87 to fund the first one-year extension term, resulting in a revised total agreement amount of \$1,047,340.47.

This action is pursuant to Purchasing Resolution 24101, Section 1104 "Change Orders", which states: "Modification to a Purchase Order shall be made only by Change Order... Subject to the availability of funds, Change Orders may be utilized for purposes of...(5) modifying contract

completion time or the term of a Contract. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...
 (d) A Contract amendment which extends the term of the agreement beyond one year of the original expiration date;
 (2) modifying unit prices. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...
 (c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that the recommended action is compliant with Purchasing Resolution 24101.

FISCAL IMPACT:

The fiscal impact of this action for Fiscal Year 2026/27 is \$237,837.87. Sufficient funds are budgeted in the Proposed Budget that will be brought to Council for adoption in June 2026 in the following accounts as listed in the table below. Appropriations for future fiscal years will be included in the Departments’ Budget submissions for City Council approval.

Fund	Dept	Account	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	Total
General Fund	PRCSD	5205000-425610	\$121,347.33	\$131,951.62	\$131,951.62	\$135,827.38	\$521,077.95
	CMO	1410000-453051	\$80,898.23	\$87,967.74	\$87,967.74	\$90,551.58	\$347,385.29
	Library	5135000-425400	\$10,237.44	\$11,131.94	\$11,131.94	\$11,458.91	\$43,960.23
			\$212,483.00	\$231,051.30	\$231,051.30	\$237,837.87	\$912,423.47
First Amendment Change Order							\$134,917.00
Total							\$1,047,340.47

Prepared by: Jessica Ochoa, Recreation Superintendent
 Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
 Certified as to availability of funds: Julie Nemes, Interim Finance Director
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

- Attachments:
1. Second Amendment to Services Agreement
 2. Presentation