



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 28, 2025

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARD: 1

SUBJECT: SECOND AMENDMENT TO THE SERVICES AGREEMENT WITH GROOVELABS, LLC, TO EXTEND THE TERM TO JANUARY 31, 2026, TO PROVIDE ENTERTAINMENT STAGE SERVICES FOR THE 2025 FESTIVAL OF LIGHTS AND TO INCREASE THE AMOUNT FOR AN ADDITIONAL \$81,951, FOR A TOTAL CONTRACT OF \$249,822

ISSUES:

Approve the Second Amendment for Services Agreement with Groovelabs, LLC, to extend the term to January 31, 2026, to provide entertainment stage services for the 2025 Festival of Lights and to increase the amount for an additional \$81,951, for a total contract amount of \$249,822.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment for Services Agreement with Groovelabs, LLC, to provide entertainment stage services for the 2025 Festival of Lights, to modify the agreement term to end on January 31, 2026, increasing compensation in the amount of \$81,951, for a total contract amount of \$249,822;
2. Authorize a 10% change order authority to the agreement with Groovelabs, LLC, for changes including, but not limited to, visitor safety, repairs, or unforeseen conditions; and
3. Authorize the City Manager, or designee, to execute the Second Amendment to the Services Agreement with Groovelabs, LLC, and make minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 33rd Annual Festival of Lights Switch-On Ceremony on Saturday, November 22, 2025, and the 2025 Festival of Lights (Festival) from Sunday, November 23, 2025, through Wednesday, December 31, 2025. Live entertainment will be available Thursday through Sunday, from 5:00 p.m. through 10:00 p.m. beginning Saturday, November 22, 2025.

The annual community event is held along the Main Street Pedestrian Walkway from Tenth Street to Fifth Street and Mission Inn Ave. from Market Street to Lime Street, along with surrounding streets.

Attendees will be able to enjoy live entertainment from local community performers while they also indulge on products from the event food vendors and patronize the local surrounding businesses.

Groovelabs, LLC, will provide lighting and sound at the Benjamin Franklin stage, audio visual and booking services for the 33rd Annual Festival of Lights Switch-On Ceremony and the 2025 Festival of Lights.

DISCUSSION:

On July 21, 2023, the Purchasing Division issued a Request for Proposal (RFP) No. 2304 via Planet Bids for entertainment stage company services for the 2023 Festival of Lights event. Two proposals were received by the deadline of August 9, 2023. Following the evaluations and approvals, Groovelabs, LLC, was selected as the most responsive bidder.

On November 7, 2023, the City Council approved an Agreement with Groovelabs, LLC, for a term ending January 31, 2024, in an amount not to exceed \$87,744. Section 19 of RFP No. 2304 specified that the initial term of the agreement shall be from November 1, 2023, through January 31, 2024, with the option to extend for two (2) additional one-year terms, not to exceed three (3) years in total. Extensions are contingent upon acceptable performance, acceptable fees, and adherence to the original agreement's terms and conditions. Pricing is to remain firm for the initial agreement term, and any renewals exercised may include negotiated price modifications.

The Purchasing Resolution 24101, Section 1104 states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval.... (b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The First Amendment extended the agreement through January 31, 2025, and increased the not-to-exceed amount to \$167,871.

The Second Amendment will extend the agreement through January 31, 2026, with a not-to-exceed amount of \$81,951.

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of the action is \$90,146.10, which includes a 10% change order authority of \$8,195.10 for the amended agreement in this council action. The funds are budgeted and available in the General Fund, Arts & Cultural Affairs, Festival of Lights expenditures account 5240000-453225.

Prepared by:	Margery Haupt, Deputy Director
Approved by:	Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment:	Second Amendment to Services Agreement with Groovelabs, LLC
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