



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 4, 2025

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

SUBJECT: REQUEST FOR PROPOSAL 2207- SERVICES AGREEMENT WITH CONTEMPORARY SERVICES CORPORATION, OF NORTHRIDGE, CALIFORNIA, TO PROVIDE SECURITY SERVICES AND LOGISTICS FOR FESTIVAL OF LIGHTS IN AN AMOUNT OF \$608,623.46, WITH A 10% CHANGE ORDER AUTHORITY, FOR AN INITIAL TERM THROUGH JANUARY 31, 2027; WITH AN OPTION TO EXTEND FOR ONE (1) ADDITIONAL ONE-YEAR TERM

ISSUE:

Approve the Services Agreement with Contemporary Services Corporation of Northridge, California, from Request for Proposal No. 2207 to provide security services and logistics in an amount not to exceed \$608,623.46, with a 10% change order authority, for an initial term through January 31, 2027; with an option to extend for one (1) additional one-year term.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with Contemporary Services Corporation of Northridge, California, to provide security services for Festival of Lights for an initial term through January 31, 2027 in the amount of \$608,623.46 with an option to extend for one (1) additional one-year term;
2. Authorize a 10% change order authority in the amount of \$60,862 to the agreement with Contemporary Services Corporation for changes including but not limited to, visitor safety and unforeseen conditions; and
3. Authorize the City Manager, or his designee, to execute the Services Agreement with Contemporary Services Corporation of Northridge, California, including making minor and non-substantive changes, subject to availability of funds.

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 PM through 10:00 PM starting on 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.

DISCUSSION:

Request for Proposals (RFP) 2207 was posted on the City's online bidding system, PlanetBids, on April 25, 2025, seeking prospective bidders to provide security services for the Festival of Lights.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	211
Vendors who downloaded the RFP	63
Proposals received	16

RFP No. 2207 closed on May 29, 2025, with a total of sixteen (16) responses. Fifteen (15) responses were found to be responsive and responsible, with one (1) response deemed non-responsive for not meeting the minimum years of experience qualification. Under the guidance of the Purchasing Division, three (3) City staff evaluated the proposals, which resulted in Contemporary Services Corporation ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

Evaluation Criteria	Total Points
Approach and Methodology Specific to this Project	40%
Prior Experience in designing similar facilities	25%
Qualifications	15%
Professional References	10%
Pricing	10%

Evaluation Results

Vendor	Location	Total Hourly Rate	Total Point	Rank
Contemporary Services Corporation	Northridge, CA	\$127.50	721	1
American Global Security	Chatsworth, CA	\$100.97	569	2

Citiguard Security	West Hills, CA	\$91.00	568	3
Scalife Protection Services	Lawndale, CA	\$70.73	552	4
Public Safety Service Inc.	Riverside, CA	\$84.00	544	5
Access Control Security, Inc.	Chatsworth, CA	\$76.00	536	6
Southwest Patrol Inc.	Brea, CA	\$105.00	533	7
Unified Protective Services, Inc.	Hawthorne, CA	\$60.00	532	8
Peralta Management Co LLC	Whittier, CA	\$95.00	528	9
AG Coast Corp	Los Angeles, CA	\$103.50	512	10
Absolute Security International Inc	Irwindale, CA	\$94.74	503	11
Code 4 Private Security	Downey, CA	\$114.54	488	12
Protect Us Security	Costa Mesa, CA	\$106.00	452	13
Yasnik Corp	Corona, CA	\$97.70	424	14
SJA Security	Beaumont, CA	\$89.00	419	15
AMPM Nationwide Security Inc*	Reseda, CA	N/A	N/A	N/A

*Nonresponsive

Purchasing Resolution 24101, Section 508 Awards states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, 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 Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 508 (c).

FISCAL IMPACT:

The total fiscal impact of the action is \$669,485.00 which includes a 10% change order authority of \$60,862.00 for the one-year term in this council action. The funds are available in the General Fund, Arts and Cultural Affairs, Festival of Lights Account Number 5240000-453225.

Prepared by: Margery Haupt, Parks, Recreation and Community Services 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

Attachments: 1. Services Agreement with Contemporary Services Corporation
 2. RFP Award Recommendation