



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 SERVICES AGREEMENT WITH ICE COLD ENTERTAINMENT, INC., TO EXTEND THE TERM TO JANUARY 31, 2026, TO PROVIDE ICE RINK SERVICES FOR THE FESTIVAL OF LIGHTS, AND TO INCREASE THE AMOUNT AN ADDITIONAL \$453,260.78, FOR A TOTAL CONTRACT AMOUNT OF \$1,316,351.06

ISSUES:

Approve the Second Amendment for Services Agreement with Ice Cold Entertainment, Inc., of Newport Beach, California, to provide ice rink services for the 2025 Festival of Lights, and to modify the agreement term to end on January 31, 2026, increasing compensation in the amount of \$453,260.78, for a total contract amount of \$1,316,351.06.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment for Services Agreement with Ice Cold Entertainment, Inc., of Newport Beach, California, to provide ice rink services for the 2025 Festival of Lights, and to modify the agreement term to end on January 31, 2026, increasing compensation in the amount of \$453,260.78, for a total contract amount of \$1,316,351.06;
2. Authorize a 10% change order authority to the agreement with Ice Cold Entertainment 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 Ice Cold Entertainment, Inc., 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.

The Switch-On Ceremony has been a celebration for over 32 years, led by Keepers of the Inn, Duane and Kelly Roberts, and the Greater Riverside Chambers of Commerce. The ceremony includes a spectacular fireworks show above the Historic Mission Inn Hotel & Spa, followed by a live musical performance.

Visitors can also enjoy live entertainment from local groups, patronize the downtown businesses, and savor in a sweet treat from a food vendor. Live entertainment by local community performers will be open Thursday-Sunday, starting Sunday, November 23, 2025. This community event is held along Main Street between Tenth Street and Fifth Street and the surrounding areas. Each year the event draws visitors from all over the region.

The ice rink will be open daily from 5:00 p.m. to 10:00 p.m., with three (3) one-hour sessions available. The price to skate is \$20 per skater for one session, including skate rental. With approximately 12,000 skaters expected over the duration of the event, there is a potential revenue of \$240,000.

DISCUSSION:

On July 20, 2023, the Purchasing Division issued Request for Proposal (RFP) No. 2301 for ice rink equipment and management services for the 2023 Festival of Lights event on Planet Bids. The RFP accumulated 5 prospective bidders. At the bid due date of August 9, 2023, only one response was received. After Purchasing's review, Ice Cold Entertainment, Inc., of Newport Beach, California, was deemed as a responsive and responsible bidder.

On October 24, 2023, the City Council approved an Agreement with Ice Cold Entertainment for a term ending January 31, 2024, in an amount not to exceed \$441,424.50. Section 19 of RFP No. 2301 specified that the initial term of the agreement shall be from November 1, 2023, through January 30, 2026, with the option to extend for two (2) additional two-year terms, not to exceed seven (7) 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.

Purchasing Resolution 24101, Section 1104 states, "Subject to the availability of funds, Change Orders may be utilized for purposes of... (3) modifying scope of work/services being provided where the modification is reasonably related to the original scope of work/services" and "(5) modifying contract completion time or the term of a Contract".

The First Amendment extended the agreement through January 31, 2025, and increased the not-to-exceed amount to \$421,665.78.

The Second Amendment will extend the agreement through January 31, 2026, with a not-to-exceed amount of \$453,260.78.

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

FISCAL IMPACT:

The total fiscal impact of the action is \$498,586.86, which includes a 10% change order authority

of \$45,326.08, 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 Ice Cold Entertainment, Inc.
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