



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 7, 2023

FROM: COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT WARD: 1

SUBJECT: RFP 2302, SERVICES AGREEMENT WITH CONTEMPORARY SERVICES CORPORATION FOR A TERM ENDING JANUARY 31, 2024, IN THE AMOUNT NOT TO EXCEED \$274,722.40.

ISSUE:

Approve a Services Agreement with Contemporary Services Corporation of Northridge, California, to provide security services for the 2023 Festival of Lights for the amount not to exceed \$274,722.40.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with Contemporary Services Corporation of Northridge, California, to provide security services for the 2023 Festival of Lights for the amount not to exceed \$274,722.40 for a term ending on January 31, 2024;
2. Authorize the City Manager, or his designee, to execute the Services Agreement with Contemporary Services Corporation, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 31st Annual Festival of Lights (Festival) Switch-On Ceremony on Saturday, November 18, 2023, and the 2023 Festival of Lights from Sunday, November 19, 2023, through Sunday, December 31, 2023.

The Festival takes place along Main Street between Tenth Street and Fifth Street and surrounding area. This year the event will expand to White Park and the return of the ice rink. The event requires security services during the installations, for Switch-On Ceremony day, and the duration of the event. Security services have expanded throughout the years as the event has grown. The event requires security for installations that take place over the weeks leading up to the event, for crowd control and pedestrian traffic beginning on Switch-On Ceremony and throughout the event, crossing guard service, and overall visitor safety and customer service.

DISCUSSION:

On July 20, 2023, the Purchasing Division issued RFP No. 2302 for security services for the 2023 Festival of Lights event on PlanetBids. The notification of release was sent to 148 City of Riverside vendors and 500 external vendors. The RFP accumulated 53 prospective bidders, and when the RFP closed on August 9, 2023, fourteen (14) proposals were received. The Purchasing Division reviewed the submissions per the RFP prerequisites, and found twelve (12) proposals responsive and two (2) submissions non-responsive because of not meeting the minimum of five (5) years' experience in the last five year under a legally registered business name. An evaluation committee of three (3) City Staff evaluated the twelve (12) proposal submissions per the criteria listed in RFP 2302. The vendor rankings are as follows:

Vendor Name	City	Rank
Contemporary Services Corporation	Northridge, CA	1
Absolute Security International, Inc	Irwindale, CA	2
Citiguard Security	West Hills, CA	3
Triton Global Services, Inc.	Ontario, CA	4
Power Security Group	Corona, CA	5
Brappa Security Systems, Inc.	Covina, CA	6
A.G Coast Inc.	Los Angeles, CA	7
Assertive Security Services	Chatsworth, CA	8
DSS Global Agency Inc	Rancho Cucamonga, CA	9
Multi Housing District Patrol	Riverside, CA	10
Famian Private Security Inc.	Riverside, CA	11
American Global Security	Riverside, CA	12
*ETERNITY PRIVATE SECURITY	Simi Valley, CA	Non-responsive
*PRUDENT SECURITY SOLUTIONS INC.	Culver City, CA	Non-responsive

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 1 and Goal No. 1.2 Enhance equitable access to arts, culture and recreational service offerings and facilities.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Contemporary Services Corporation participated in an open RFP for Festival of Lights security services and won the bid based on the ability to provide the requested service, pricing, and overall selection process.
2. **Equity** – The 2023 Festival of Lights is a free community event. Programming for the event includes opportunities for free experiences and participation by all the community.
3. **Fiscal Responsibility** – Competitive procurement was used to secure the lowest cost for services related to the Festival of Lights ice rink.
4. **Innovation** – The Festival of Lights has expanded in a new location that was not included in programming in past years. Each event is an opportunity to showcase our community and attract visitors from all over.

5. **Sustainability & Resiliency** – The planning of the event considers practices that reduce waste, purchase and use of materials and products that will have an extended life, and programs that generate revenue to sustain the event for coming years.

FISCAL IMPACT:

The total fiscal impact of the action is \$274,722.40. The funds are budgeted and available in the General Fund, CD-Arts & Cultural Affairs, Festival of Lights account number 2850000-453225.

Prepared by: Jennifer A. Lilley, Community & Economic Development Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Agreement with Contemporary Services Corporation
2. RFP No. 2302 Award Recommendation