

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>07/12/10</u>		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of Amendments to Three (3) Existing Professional Services Agreements for Services Associated with the Production of the Fiesta La Ballona in Veterans' Memorial Park for Additional Three (3) Year Periods Beginning in 2010.			
Contact Person/Dept.: Pam Robinson, Acting PRCS Manager		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (Email) Meetings and Agendas – City Council (07/07/10); Fiesta La Ballona Committee (07/07/10); United Site Services of California (07/07/10); Technology Artists (07/07/10); Avalon Tent & Party (07/07/10).			
Department Approval: Pam Robinson (07/01/10)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/07/10)		City Manager Approval: P. Lamont Ewell (07/08/10)	

RECOMMENDATION:

Staff recommends the City Council approve amendments to three existing professional services agreements for services associated with the production of the Fiesta La Ballona in Veterans' Memorial Park, as follows:

1. United Site Services for four-thousand dollars (\$4,000) annually to supply fencing, porta-potties and other LA County Health Department required equipment, for a not-to-exceed amount of twelve thousand dollars (\$12,000) over a three (3) year period beginning in 2010.
2. Technology Artists for ten thousand dollars (\$10,000) annually to supply lighting and sound services, for a not-to-exceed amount of thirty thousand dollars (\$30,000) over a three (3) year period beginning in 2010; and,
3. Avalon Tent & Party for eighteen thousand dollars (\$18,000) annually to supply tents, stage, dance floor and shade covers, for a not-to-exceed amount of fifty-four thousand dollars (\$54,000) over a three (3) year period beginning in 2010;

BACKGROUND:

The Fiesta La Ballona (Fiesta) began in 1951 as a week long festival in honor of the City's heritage. The Fiesta is a celebration with events that evoke pride and remind residents of Culver City's impressive past while enhancing a sense of community.

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Prior to the 2006 Fiesta, all revenues and expenditures were held in a checking account in a local bank and administered by the Fiesta Committee (Committee). The Committee entered into agreements on behalf of the Fiesta for services such as the rental of booths, sound technicians and porta-potties. Those agreements complied with City insurance requirements, however they were administered by the Committee and payment for services were made by the Committee directly from their checking account.

In 2007 the City took over the administration of the Fiesta, including revenues and expenditures which are included in the annual budget appropriations. Since that time, the City has been responsible for all agreements for services and all payments for services. Pursuant to the City's purchasing policy, on May 1, 2008 the City advertised for proposals for the following services, with the stipulation that the agreements would be awarded for a two (2) year period of time:

- Provide, Install & Remove Porta-Potties, Hand and Dish Washing Stations and Fencing
- Furnish, Deliver and Install Lighting and Sound Systems for Outdoor Events
- Provide, Install & Remove Tents, Booths and Staging for Outdoor Events

On July 14, 2008 the City Council awarded professional services agreements to United Site Services of California in an amount not to exceed \$4,000 per year for a total of \$8,000 in two years, Technology Artists in an amount not to exceed \$7,000 per year for a total of \$14,000 in two years; and, Avalon Tent & Party in an amount not to exceed \$10,000 per year for a total of \$20,000 in two years.

On October 13, 2008 the City Council took action to support staff's recommendation to amend the existing agreement with Avalon Tent & Party in the amount of \$2,124.45 to cover the final cost of supplying tents for the 2008 Fiesta La Ballona and increase the not-to-exceed amount of \$12,000 to \$18,000 for the 2009 Fiesta La Ballona.

During both the July 14, 2008 and October 13, 2008 discussions, it was noted that because the quantities of rental items and the services associated with them often change each year as Fiesta draws near, the flexibility to add additional equipment as needed is built into the not-to-exceed amounts stated in the agreements.

DISCUSSION:

Vendor Performance

United Site Services of California has supplied porta-potties, fencing and Health Department required equipment to the Fiesta for the last four years and has done an excellent job responding to changes and concerns. Technology Artists has reliably and professionally delivered lighting and sound services for the Fiesta for a number

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of years. The Fiesta Committee and City staff have been very pleased with the performance of and products offered by Avalon Tent & Party during the past two years.

Pricing

Pursuant to Culver City Municipal Code Section 3.07.070.A, these amendments to the existing professional services agreements may be approved without the necessity of formal competitive bidding, provided that, the agreement is based upon competitive quotations, whenever practical, from three vendor contractors. Staff has done due diligence in obtaining comparison quotes for these services and was pleased to note that the current vendors still offer the best pricing for the value of services provided. In fact, only the charges for lighting and sound services have increased over the original 2008 and 2009 not-to-exceed estimates (taking into account the first amendment to the Avalon Tent & Party agreement).

Based on past successful service delivery and current favorable pricing of the services provided by Untied Site Services, Technology Artists and Avalon Tent & Party, staff recommends that the City Council approve amendments to these three (3) existing professional services agreements for services associated with the production of the Fiesta La Ballona in Veterans' Memorial Park for additional three (3) year periods beginning in 2010. The Fiesta Committee concurs with staff's recommendation.

FISCAL ANALYSIS:

There are sufficient funds allocated in account 10132810.619800 (Community Events - Fiesta La Ballona / Other Contractual Services) in the approved fiscal year 2010/2011 budget to secure the services of these vendors for 2010 Fiesta La Ballona. Direct costs of these services are offset by revenues generated by the Fiesta, which will be posted to account 10132810.386100 (Community Events - Fiesta La Ballona / Miscellaneous Revenue). In both 2008 and 2009, Fiesta revenue exceeded Fiesta expenditures in this Business Unit.

ATTACHMENTS:

None.

MOTION:

That the City Council:

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1. Approve an amendment to the existing professional services agreement with United Site Services for four-thousand dollars (\$4,000) annually to supply fencing, porta-potties and other LA County Health Department required equipment ,for a not-to-exceed amount of twelve thousand dollars (\$12,000) over a three (3) year period beginning in 2010; and,
2. Approve an amendment to the existing professional services agreement with Technology Artists for ten thousand dollars (\$10,000) annually to supply lighting and sound services, for a not-to-exceed amount of thirty thousand dollars (\$30,000) over a three (3) year period beginning in 2010; and,
3. Approve an amendment to the existing professional services agreement with Avalon Tent & Party for eighteen thousand dollars (\$18,000) annually to supply tents, stage, dance floor and shade covers, for a not-to-exceed amount of fifty-four thousand dollars (\$54,000) over a three (3) year period beginning in 2010; and,
4. Authorize the City Attorney to review/prepare the necessary documents; and,
5. Authorize the City Manager to execute such documents on behalf of the City.