

ATTACHMENT COVER SHEET

MEETING DATE: October 13, 2008

AGENDA ITEM: Authorization to Amend the Agreement with Avalon Tent & Party in the Amount of \$2,124.45 for Supplying the Tents for the 2008 Fiesta La Ballona, and Authorization to Increase the Not-To-Exceed Amount Approved by City Council on July 14, 2008 from \$12,000 to \$18,000 for the 2009 Fiesta La Ballona.

ATTACHMENT

	<u>Pages</u>
1. City Council staff report from July 14, 2008	1 - 4

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/14/08 Item Number: _____

AGENDA ITEM: Award of Contracts for Various Services Associated with the Production of the Fiesta La Ballona in Veterans Memorial Park on August 22, 23 and 24, 2008.

Contact Person/Dept.: Pam Robinson Phone Number: (310) 253-6632

Fiscal Impact: Yes ☒ No ☐ General Fund: Yes ☒ No ☐

Public Hearing: ☐ Action Item: ☒ Attachments: ☒

Public Notification: Fiesta La Ballona Committee on 7/9/08, United Site Services of California on 7/9/08, Classic Tents on 7/9/08, Avalon Tent & Party on 7/9/08, MEI, McNally Enterprises, Inc. on 7/9/08, Technology Artists on 7/9/08, Master Notification List on 7/9/08.

Department Approval:

City Attorney Approval:

Fiscal Impact Approval:

City Manager Approval:

RECOMMENDATION:

Staff recommends that the City Council award contracts to Avalon Tents for twenty-thousand dollars (\$20,000) to supply tents, stage, dance floor and shade covers; to Technology Artists for fourteen-thousand dollars (\$14,000) to supply sound services and to United Site Services for eight-thousand dollars (\$8,000) to supply fencing, porta-potties and other LA County Health Department required equipment for the production of the 2008 Fiesta La Ballona in Veterans Memorial Park on August 22, 23 and 24, 2008

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.

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. The City is

City of Culver City, California
City Council Agenda Item Report

now responsible for all agreements for services and all payments for services. As a result, the City's purchasing policies must be followed including a formal bid process and Council authorization for services exceeding ten-thousand dollars (\$10,000) whether in a single year or cumulatively over the life of the provider's relationship with the City.

On May 1, 2008 the City advertised for proposals for the following services;

- Request for Proposals to Provide, Install & Remove Porta-Potties, Hand and Dish Washing Stations and Fencing (RFP #1383),
- Request for Proposals to Provide, Install & Remove Tents, Booths and Staging for Outdoor Events (RFP #1382), and
- Request for Proposals to Furnish, Deliver and Install a Sound System for Outdoor Events (RFP #1387).

Each Request for Proposal (RFP) stated that the Agreements would be awarded for a two (2) year period of time.

DISCUSSION:

On May 15, 2008 the City received the following responses to their Requests for Proposals;

RFP #1383:

United Site Services of California	\$3,005
------------------------------------	---------

RFP #1382:

Classic Tents	\$13,923
Avalon Tent & Party	\$8,103.40

RFP #1387

MEI McNally Enterprises, Inc.	\$6,599
Technology Artists	\$5,925

It should be noted that the prices submitted by each of the respondents were based on a quantity of equipment and/or services equal to the requirements of the 2007 Fiesta. However, since the quantities could, and most likely will change as the Fiesta draws closer, staff is recommending that the contracts specify a "not to exceed" amount giving staff the flexibility to add additional equipment and services if necessary. For example RFP #1382 requests a per unit price for no less than 100, 10'x10' booths, however the Committee could sell more than 100 booths. Another example is the equipment and labor required to supply the sound system for the entertainment which could change depending on the needs of the talent booked.

2

City of Culver City, California
City Council Agenda Item Report

With this flexibility in mind, and the desire to enter into a two-year contract with each vendor, staff recommends that the City Council award the following contracts;

RFP #1383 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.

United Site Services of California has supplied porta-potties, fencing and Health Department required equipment to the Fiesta for the last two years and has done an excellent job responding to changes and concerns.

RFP #1382 to Avalon Tent & Party in an amount not to exceed \$10,000 per year for a total of \$20,000 in two years.

The Fiesta Committee Chair and Vendor Sub-Committee Chair met with representatives of Avalon Tent & Party and are pleased with their product and their reputation.

RFP #1387 to Technology Artists in an amount not to exceed \$7,000 per year for a total of \$14,000 in two years.

Technology Artists has supplied the sound services for the Fiesta as well as the Summer Music Festival for a number of years.

FISCAL ANALYSIS:

The approved budget for fiscal year 2008/2009 and the proposed budget for fiscal year 2009/2010 include sufficient funds in the allocations for the 2008 and 2009 Fiesta La Ballona.

ATTACHMENTS:

1. Bid received from United Site Services of California
2. Bid received from Classic Tents
3. Bid received from Avalon Tent & Party
4. Bid received from MEI, McNally Enterprises, Inc.
5. Bid received from Technology Artists

MOTION:

City of Culver City, California
City Council Agenda Item Report

That the City Council:

Award a contract 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; and,

Award a contract to Avalon Tent & party in an amount not to exceed \$10,000 per year for a total of \$20,000 in two years; and,

Award a contract to Technology Artists in an amount not to exceed \$7,000 per year for a total of \$14,000 in two years; and,

Authorize the City Attorney to prepare the necessary documents and

Authorize the City Manager to execute such documents on behalf of the City.