

Agenda Report

March 9, 2020

TO: Honorable Mayor and City Council

FROM: Human Services and Recreation Department

SUBJECT: CONTRACT AWARD TO PASADENA PROMOTIONS FOR EQUIPMENT RENTAL SERVICES RELATED TO STAGING SPECIAL EVENTS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. It is recommended that the City Council: i) accept the bid dated November 15, 2019 submitted by Pasadena Promotions in response to specifications for Equipment Rental Services; ii) reject all other bids received; and, iii) authorize the City Manager to enter into a contract not to exceed \$136,871. This includes a 15% contingency of \$17,853 to provide for any necessary change orders.

BACKGROUND:

The Human Services and Recreation Department (HSRD) produces 12 citywide special events per year that are free and open to the public. Major events like the Black History Parade and Festival, Egg Bowl and the Latino Heritage Parade and Festival attract thousands of attendees including many young children. In order to create a festive and safe environment, these events require rental equipment such as canopies, canopy weights, stages, tables, chairs, generators, inflatable games and onsite attendants to operate and monitor equipment.

The Department does not own the necessary equipment to meet the needs of these large special events.

On October 17, 2019, a notice for inviting bids was published on PlanetBids, in the *Pasadena Journal*, and posted on the City of Pasadena website. Notices were sent

electronically to 140 vendors, 25 that were local. A total of 16 vendors downloaded the bid specifications.

Vendors provided their cost to furnish the below listed event equipment.

Event Equipment	Quantity
Tents/Canopies	164
Tent weights	636
Tables	230
Chairs	1,005
Inflatables (games, slides, obstacle course, bounce house)	21
Generators	12
Stage with skirt and stairs	4
Umbrellas	27
Dance floor	3
Fire extinguishers	63
Pipe and drape	1

On November 5, 2019, two responsive bids were received from Pasadena Promotions and Stone Throw.

Bidder

1. Pasadena Promotions	Pasadena, CA	\$119,019
2. Stone Throw	Monrovia, CA	\$188,989

The contract period is for three years. Pasadena Promotions is recommended for the award the based upon being the lowest responsive bidder. This procurement will satisfy equipment related services for 12 events per year over a three year period. A three year period would allow HSRD to accurately budget for event costs in future years, and allow for the successful proposer to learn and meet the City's requirement for events in public places.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's strategic planning goals of ensuring public safety, promoting quality of life and maintaining fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a

contract for equipment rental services is a continuing administrative and maintenance activity (i.e., renting of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.


FISCAL IMPACT:

Funding for this action exists within the budgeted appropriations in the Human Services and Recreation Department Operating Budget. It is anticipated that the cost of this contract, up to \$136,871, will be spent over the next three fiscal years.

Respectfully submitted,


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