



AGENDA REPORT

Meeting Date: February 19, 2013

Item Number: G-12

To: Honorable Mayor & City Council

From: Brad Meyerowitz, Recreation Services Manager

Subject: APPROVAL OF AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND TOWN & COUNTRY EVENT RENTALS, INC. FOR SPECIAL EVENT SERVICES; AND

APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$30,200 TO THE PURCHASE ORDER TO TOWN & COUNTRY EVENT RENTALS, INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$80,000.

Attachments: 1. Amendment #1

RECOMMENDATION

Staff recommends that the City Council move to approve Amendment No.1 to the existing Agreement #479-12 between the City of Beverly Hills and Town & Country Event Rentals, Inc. to include additional rental services for City special events; and an increase in the existing purchase order to Town & Country Event Rentals, Inc. in the amount of \$30,200; for a total not to exceed amount of \$80,000.

INTRODUCTION

In addition to utilizing City-owned equipment, the Community Services Department supplements this equipment by renting various items that are used at City-wide events offered throughout the year. As the scope of these events has expanded, the need for the use of rental equipment has increased. Additional funding is also requested due to

payments applied from prior Fiscal Year 2011-2012 on the current contract with Town & Country Event Rentals, Inc.

DISCUSSION

The Community Services Department currently maintains a minimal inventory of canopies, chairs, and tables. Due to limited storage space, the option to purchase more equipment is not possible. The Department utilizes the services of Town and Country Event Rentals, Inc. for equipment that help enhance its annual events. Some of the annual events and the associated equipment rented include:

Beverly Hills Art Show (held twice a year): large canopies, bike racks (used as barricades along Santa Monica Blvd.), tables, chairs, table cloths, stage components, shade umbrellas, fencing, etc.

Greystone Mansion Concours d'Elegance (includes pre-event reception): specialized canopies, awards stage/car ramp, tables, chairs, shade umbrellas, AstroTurf, sinks, refrigerators, convection ovens, etc.

Farmers Market (2 special events): canopies, tables, tabletop burners, fencing, stage components, etc.

As the result of a Formal Bid (Bid No. 13-13) process, three rental companies submitted bids and Town & Country Event Rentals, Inc. was the low bidder. Town & Country Event Rentals, Inc. is being recommended based on competitive pricing, level of detail, experience with large-scale events, completeness of the requested bid proposal, and that an Agreement with this company was previously executed under the City Manager's approval authority (less than \$50,000). To provide for the expanded rental needs of City events, staff recommends approval of Amendment 1 to the current Agreement with Town & Country Event Rentals, Inc. as well as approval of the Change Order for the existing Purchase Order with Town & Country Event Rentals, Inc.

The summary of the bid proposals submitted is as follows:

Vendor Name	Amount of Bid
Town & Country Event Rentals	\$ 21,912.53
Choura Events	\$ 23,348.50
A-Unique Tent & Event Services	\$ 23,508.20

Please note that a comprehensive list of rental items was listed in the bid form; this list was not a complete list of all rentals used for the respective City events. The items selected were standard rental items that are traditionally used at City events.

FISCAL IMPACT

The cost for rental services for Town & Country Event Rentals, Inc. for fiscal year 2012-2013 has been approved as part of the Council approved budget for the Community Services Department and will be offset by revenues generated by the special events.

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The cost for these additional rental services has been included in Community Services' proposed budget for Fiscal Year 2013-2014.


for Noel Marquis

Finance Approval

Steve Zoet 

Approved By

Attachment 1

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF
BEVERLY HILLS AND TOWN & COUNTRY EVENT RENTALS, INC. FOR
SPECIAL EVENT SERVICES

NAME OF CONTRACTOR: TOWN & COUNTRY EVENT RENTALS, INC.

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Richard LoGuercio, President

CONTRACTOR'S ADDRESS: 7725 Airport Business Parkway
Van Nuys, CA 91406
Attention: Richard LoGuercio, President

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Steve Zoet, Director of Community Services

COMMENCEMENT DATE: October 1, 2012

TERMINATION DATE: June 30, 2014

CONSIDERATION: Fiscal year 2012-2013, not to exceed \$80,000.00
Fiscal year 2013-2014, not to exceed \$86,000.00

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF
BEVERLY HILLS AND TOWN & COUNTRY EVENT RENTALS, INC. FOR
SPECIAL EVENT SERVICES

This Amendment No. 1 (this "Amendment") is to that certain Agreement between the City of Beverly Hills, a municipal corporation ("CITY"), and Town & Country Event Rentals, Inc. (hereinafter called "CONTRACTOR") dated October 26, 2012, and identified as Contract No. 479-12 ("Agreement"), for special event services, a copy of which is on file in the Office of the City Clerk.

RECITALS

A. CITY entered into the Agreement with CONSULTANT on October 26, 2012, for special event services.

B. CITY and CONTRACTOR desire to extend the Termination Date, and increase the Consideration to compensate CONTRACTOR for additional events included in Exhibit A, Scope of Work.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Termination Date of the Agreement shall be amended as set forth above.

Section 2. Exhibit B to the Agreement, entitled "Schedule of Payment and Rates," is hereby replaced in its entirety by the Exhibit B attached hereto and incorporated herein by this reference.

Section 3. Except as specifically set forth in this Amendment No. 1, the provisions of the Agreement shall remain in full force and effect.

EXECUTED the ____ day of _____ 201____, at Beverly Hills, California.

CITY OF BEVERLY HILLS, a municipal corporation

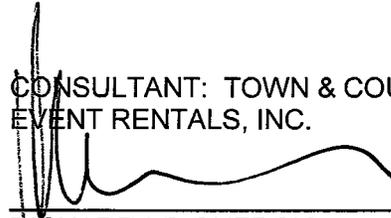
WILLIAM W. BRIEN, M.D.
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

(SEAL)

CONSULTANT: TOWN & COUNTRY
EVENT RENTALS, INC.



RICHARD LO GUERCIO
President



LISA TINKHAM
Controller

APPROVED AS TO FORM

for  (M) _____
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT

JEFFREY C. KOLIN
City Manager

 _____
STEVE ZOET
Director of Community Services

 _____
KARL KIRKMAN
Risk Manager

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

CONTRACTOR shall provide event services to the satisfaction of CITY as further detailed below for the term of the Agreement based on the prices set forth in this Exhibit.

Upon CITY's request, CONTRACTOR shall submit one week in advance of an event an itemized quote, which shall set forth the rental items requested by CITY, rental rate for each item, services to be rendered, and the date and times of the Event. Such quote shall be subject to the written approval of CITY.

After the event, CONTRACTOR shall submit an itemized invoice setting forth the rental items provided to City, rental rate for each item, services rendered, and the date and times of the Event. CITY shall pay CONTRACTOR the undisputed amount of such billing within (30) days of receipt of same.

CITY may require CONTRACTOR to provide additional goods or perform additional services not included in the prices listed below. Requests for such additional goods or services shall be made by CITY in writing and agreed upon by both parties in writing.

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
EVENT 1 BEVERLY GARDENS PARK (Santa Monica Blvd. & Beverly Drive Beverly Hills, CA 90210)	*Note: this event takes place on a total of four park blocks. Most, but not all, items are set up in the two center blocks.					
	1) 10' X 10' canopies/tents, "festival-peaked", white canopies, staked	2	Tent	\$89.25	\$178.50	
	2) white water-proof sidewall, to cover 3 sides of 2(two) 10' X 10' canopy/tents (3 sides, each side is 10' wide x about 9' tall)			\$19.75	\$59.25	
	3) labor for installing, staking and de-installing tents and sidewalls specified in items 1 & 2	1	Labor	Included	\$0.00	# of Workers:

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
	4) tent, hunter green top, 15' X 15', no sidewalls, approx. 10' tall, staked	1	Tent	\$162.50	\$162.50	
	5) velon drapes for 4 legs of hunter green tent – green velon	4		\$12.25	\$49.00	
	6) round or octagonal tent – 20' diameter, 10' legs, no sidewalls, staked	1	Tent	\$280.50	\$280.50	
	7) velon drapes for 8 legs of octagonal tent – white velon	8	Ea.	\$12.25	\$98.00	
	8) labor for installing, staking, and de-installing tents and sidewalls specified in items 4-7.	1	Labor	Included	\$0.00	# of Workers:
	9) bicycle racks, approx. 3' high by 7' wide, staked, to be used at perimeter of event, next to street curb	125	Racks	\$12.00	\$1,500.00	
	10) labor for installing (staking into ground) and de-installing bicycle racks specified in item 7	1	Labor	Included	\$0.00	# of Workers:
	11) stage sections to create 12' X 16' by approx. 12" high stage, including all parts	1		\$471.20	\$471.20	
	12) labor to build and de-install stage referenced in item 11	1	Labor	Included	\$0.00	# of Workers:
	13) Amalfi-style rectangular wood bench, 2' X 8', no back	12	Bench	\$65.62	\$787.44	
	14) Cushions, white, to cover wood benches	12	Cushion	Included	\$0.00	
	15) Amalfi-style high-top stand- up cocktail tables, wood, square, +approx. 42" tall	12	Table	\$35.27	\$423.24	

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	No. OF WORKERS (FOR LABOR)
	16) 48" round tables	12	Table	\$7.90	\$94.80	
	17) 120" round table cloths for 48" round tables	12	Table-cloth	\$16.35	\$196.20	
	18) picnic tables, wood, 6' long, with 2 wood benches (one for each side of table)	12	Table + 2 benches ea. table	\$100.75	\$1,209.00	
	19) Chiavari bar stools or similar	18	Stool	\$10.00	\$180.00	
	20) Chiavari cushions or similar for bar stools	18	Cushion	Included	\$0.00	
	21) labor on set-up and breakdown of tables and chairs named above	1	Labor	Included	\$0.00	# of Workers:
City-owned Equipment Items for EVENT 1	*Note: regarding placement of City-owned canopies and wall units: canopies to be installed and staked in 2 places by company and wall units to be laid flat on ground in groups of 6 to 9 throughout four block area, as shown on map which is provided to BIDDER, and as directed by City Supervisor.					
	22) loading, transport and set-up of City-owned canopies, to be transported from Greystone to Beverly Gardens Park in Rental Company's vehicle.	50		\$11.43	\$571.50	Inbound (install) & Outbound (return)
	23) loading, transport and placement of City-owned wall units with heavy foam core base, (ea. Weighs 14 lbs) to be transported from Greystone to Beverly Gardens Park in Rental Company's vehicle.	400		\$11.43	\$4,572.00	12 Laborers: (6) laborers for inbound & (6) laborers for outbound

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
	24) breakdown, transport and return of City-owned canopies, wall units, or other items, to be transported from Beverly Gardens back to Greystone Park in Rental Company's vehicle.	50	Ea.		\$571.00	
General Costs for EVENT 1						
	25) fuel costs or all other costs associated with breakdown and set up of a two-day event.	1	1	\$0.00	\$0.00	
	26) any other costs associated with breakdown and set-up of a two-day event (besides any delivery fee)			\$0.00	\$0.00	
	27) Other: Delivery fee – Timed Installation (set-up is on Thursday, Friday, and Saturday a.m.)			\$110.00	\$110.00	
	28) Other: Pick up fee – Timed De-Installation (Breakdown is Sunday night at 7 p.m. & Monday during day)			\$475.00	\$475.00	
EVENT 2 GREYSTONE PARK (905 Loma Vista Drive, Beverly Hills, CA 90210) AN HISTORIC SITE – ALL ITEMS WHICH GO UP AND DOWN STAIRS MUST BE CARRIED. RAMPING PROHIBITED.	*Note: set-ups for an event may be required in as many as 10 separate areas on the park grounds. This is an historic site with steps throughout park.					

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
	1) 30' x 40' tent, on 10 feet legs, tent color – matte, off-white (not white),	1		\$693.60	\$693.60	
	2) tent legs, + 10 feet, wrapped in velon			\$12.25	\$122.50	
	3) Sidewalls to cover 30' X 40' tent – matte, off- white or sand (not white) walls			\$1.95	\$273.00	
	4) Water barrels for tent, 55 gallon, with white velon wrap. Weighting of tent with barrels will be sufficient to pass City Building & Safety inspection	12		\$29.25	\$351.00	
	5) labor on set-up and breakdown of specified tent			Included		# of Workers:
	6) "Lava"-style heat lamps	3	Ea.	\$112.65	\$337.95	
	7) 8 X 12 (approx.) wood cabanas with drapery	4		\$335.75	\$1,343.00	
	8) Labor on set-up and breakdown of wood cabanas	1		Included		# of Workers:
	9) High-quality Green Astroturf	Sq. ft.	2,300	.38	\$874.00	
	10) labor on set-up and breakdown of astroturf			Included		# of Workers:
	11) 5' X 40' white tent, 10' legs			\$346.80	\$346.80	

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
	12) tent legs, + 10 feet, wrapped in velon		10	\$10.20	\$102.00	
	13) Wrapping of tent rafters with velon	600 sq. ft.		.45	\$270.00	
	14) Black Drapery for rear of 15' X 40' tent			\$29.75	\$119.00	
	15) Automobile Ramp, to be placed in front of stage to showcase autos, sufficient to safely bear size and weight of antique, moving autos. (approx. 12" high, and 20' long)			\$3,282.80	\$3,282.80	
Kitchen Items for EVENT 2						
	16) Convection oven with racks			\$335.75	\$335.75	
	17) ABC-approved fire extinguisher with hanger bracket	2		\$25.50	\$51.00	
	18) 3-basin sink with continuous water (not potable) / hose / pump & barrel	2		\$293.25	\$586.50	
	19) Labor on set-up and breakdown of Kitchen Items			No charge		# of Workers:
General Costs for EVENT 2						

	ITEM SPECIFICATION (IN DETAIL)	QTY	UNIT	UNIT PRICE	TOTAL	NO. OF WORKERS (FOR LABOR)
	20) fuel costs, associated with breakdown and set up of a two-day event	1		\$0.00	\$0.00	
	21) Any other costs associated with breakdown and set-up of a two-day event (besides any delivery fee)			\$614.00	\$614.00	1
	22) Other: Delivery fee – Timed Installation (set-up is on Thursday, Friday, & Saturday a.m.)			\$110.00	\$110.00	
	23) Other: Pick-up fee – Timed De-Installation (Breakdown is Sunday night at 6 p.m. & Monday during day)			\$110.00	\$110.00	

Subtotal	\$21,912.53
*Tax	
Est. Freight	
Total	\$21,912.53

NOTE TO BIDDER CHECK CURRENT LA COUNTY SALES TAX
DON'T FORGET TO CHECK FOR FREIGHT CHARGES