



AGENDA REPORT

Meeting Date: October 7, 2014
Item Number: D-9
To: Honorable Mayor & City Council
From: Noel Marquis, Assistant Director of Administrative Services - Finance
Subject: **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN**
Attachments: 1. AMENDMENT

ITEM A. APPROVAL OF AMENDMENT NO. 1 TO THE 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 \$88,000 TO THE PURCHASE ORDER TO TOWN & COUNTRY EVENT RENTALS, INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$95,450

RECOMMENDATION

Staff recommends that the City Council move to approve Amendment No.1 to the existing Agreement #426-14 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 \$88,000; for a total not to exceed amount of \$95,450.

INTRODUCTION

In addition to utilizing City-owned equipment, the Community Services Department supplements that 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.

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 without increased cost, which makes rental rather than purchase more cost effective. 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, 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.

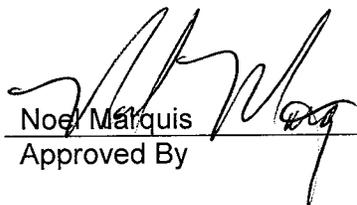
Farmers Market (2 special events): canopies, tables, fencing, stage components, etc.

As the result of a Formal Bid (Bid No. 15-06) 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 executed under the City Manager's approval (less than \$50,000). The summary of the bid proposals submitted is as follows:

Vendor Name	Amount of Bid
Town & Country Event Rentals	\$ 22,915.92
Classic Party Rentals	\$ 27,883.82
A-Unique Tent & Event Services	\$ 32,909.20

FISCAL IMPACT

The cost of rental services for fiscal year 2014-2015 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.


Noel Marquis
Approved By

Attachment 1

AMENDMENT NO. 1 TO THE 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

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

COMMENCEMENT DATE: July 1, 2014

TERMINATION DATE: June 30, 2016, unless extended pursuant to Section
2 of the Agreement

CONSIDERATION: Fiscal Year 2014-2015 not to exceed: \$95,450.00
Fiscal Year 2015-2016 not to exceed: \$95,450.00

Total not to exceed: \$190,900.00

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

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills (hereinafter called "CITY"), and TOWN & COUNTRY EVENT RENTALS, INC. (hereinafter called "CONTRACTOR") dated August 19, 2014 and identified as Contract No. 426-14 ("Agreement").

RECITALS

CITY and CONTRACTOR desire to amend the Agreement to extend the termination date and increase the consideration due to increased rentals for various City events.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Termination Date of the Agreement shall be amended as set forth on the cover sheet.

Section 2. The Consideration shall be amended as set forth on the cover sheet.

Section 3. Section 2 of the Agreement entitled, "Time of Performance" shall be amended as follows:

"Section 2. Time of Performance

(a) CONTRACTOR shall commence its services under this Agreement upon THE Commencement Date or upon a receipt of a written notice to proceed from CITY. CONTRACTOR shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline established by the City Manager or his designee.

(b) The City Manager or his designee may extend the time of performance in writing for one additional one-year term or such other term not to exceed one year from the date of termination pursuant to the same terms and conditions of the Agreement.”

Section 4. 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 5. Except as specifically amended by this Amendment No. 1, the remaining provisions of the Agreement shall remain in full force and effect.

EXECUTED the ____ day of _____, 20 ____, at Beverly Hills, California.

CITY OF BEVERLY HILLS
A Municipal Corporation

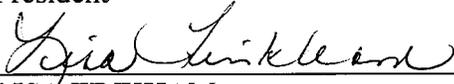
LILI BOSSE
Mayor of the City of Beverly Hills,
California

ATTEST:

BYRON POPE
City Clerk

CONTRACTOR: TOWN & COUNTRY
EVENT RENTALS, INC.

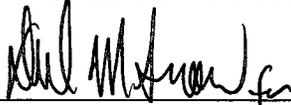
RICHARD LOGUERCIO
President



LISA TINKHAM
Controller

[Signatures Continued]

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager



STEVE ZOËT
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 an itemized invoice, which shall set forth the rental items requested by CITY, rental rate for each item, services rendered, and the date and times of the Events. Such invoice shall be subject to the written approval of CITY.

CITY shall pay CONTRACTOR the amount of such undisputed billing within (30) days of receipt of same.

	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	127.07	254.14	
	2) pipe and drape, to cover 3 sides of 2 (two) 10' X 10' canopy/tents (3 sides, each side is 10' wide x about 8' tall)			25.50	25.50	
	3) labor for installing, staking and de-installing tents and sidewalls specified in items 1 & 2	1	Labor	0	0	# of Workers: 2
	4) tent, hunter green top, 15' X 15', no sidewalls, approx. 10' tall, staked	1	Tent	152.15	152.15	
	5) velon drapes for 4 legs of hunter green tent – green velon	1	4 tent leg drapes	13.25	53.00	
	6) round or octagonal tent – 20' diameter, 10' legs, no sidewalls, staked	1	Tent	408.85	408.85	

	7) velon drapes for 8 legs of octagonal tent – white velon	8	Ea.	13.25	106.00	
	8) labor for installing, staking, and de-installing tents and sidewalls specified in items 4-7.	1	Labor		0	# of Workers: 2
	9) bicycle racks, approx. 3' high by 7' wide, staked, to be used at perimeter of event, next to street curb	125	Racks	15.47	1933.75	
	10) labor for installing (staking into ground) and de-installing bicycle racks specified in item 7	1	Labor		0	# of Workers: 2
	11) stage sections to create 12' X 16' by approx. 12" high stage, including all parts	1	Stage	310.08	310.08	
	12) labor to build and de-install stage referenced in item 11	1	Labor		0	# of Workers: 3
	13) Amalfi-style rectangular wood bench, 2' X 8', no back	12	Bench	39.10	469.20	
	14) Cushions, white, to cover wood benches	12	Cushion	18.27	219.24	
	15) Amalfi-style high-top stand- up cocktail tables, wood, square, +approx. 42" tall	12	Table	36.46	437.52	
	16) 48" round tables	12	Table	8.54	102.48	
	17) 120" round table cloths for 48" round tables	12	Table-cloth	17.42	209.04	
	18) picnic tables, wood, 6' long, with 2 wood benches (one for each side of table)	12	Table + 2 benches ea. table	101.15	1213.80	

	19) Chiavari bar stools or similar	18	Stool	16.74	301.32	
	20) Chiavari cushions or similar for bar stools	18	Cushion	0	0	
	21) labor on set-up and breakdown of tables and chairs named above	1	Labor		0	# of Workers: 4
	22) ABILITY TO PROVIDE SET-UPS FOR UP TO 60 INDIVIDUAL ARTISTS INCLUDING: OVERHEAD/TENT, ATTRACTIVE WALL UNITS FROM WHICH LARGE PAINTINGS CAN BE HUNG, MATERIALS TO ENCLOSE/WRAP BOOTH WHEN NOT IN USE, TABLES, CHAIRS. COORDINATION WITH INDIVIDUAL ARTISTS IS REQUIRED.				NO PRICING REQUIRED FOR THIS PART OF BID – JUST ABILITY OF VENDOR TO PROVIDE THESE SET-UPS	
General Costs for EVENT 1						
	23) fuel costs, or all other costs associated with breakdown and set up of a two-day event.	1	1	250.00	250.00	
	24) any other costs associated with breakdown and set-up of a two-day event (besides any delivery fee)			0	0	
	25) Other: Delivery fee – Timed Installation (set-up is on Thursday, Friday, and Saturday a.m.)			110.00	110.00	
	26) Other: Pick up fee – Timed De-Installation (Breakdown is Sunday night at 7 p.m. & Monday during day)			475.00	475.00	

EVENT 2 ROXBURY PARK (Olympic Blvd. & Roxbury Drive Beverly Hills, CA 90212)	*Note: regarding placement of City-owned canopies and wall units: canopies to be installed and by company, as shown on map which is provided to Vendor, and as directed by City Supervisor.					
	1) loading, transport and set-up of city-owned canopies, to be transported from Greystone to Roxbury Park in Rental Company's vehicle.	50		31.00	1550.00	
	2) 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.	20		31.00	620.00	
	3) breakdown, transport and return of city-owned canopies, wall units, or other items, to be transported from Roxbury Park back to Greystone Park in Rental Company's vehicle.		50 canopies + 20 wall units	31.00	2170.00	
General Costs for EVENT 2						
	4) fuel costs, or all other costs associated with breakdown and set up of one-day event.				99.50	
	5) any other costs associated with breakdown and set-up of a one-day event (besides any delivery fee)				925.00	
	6) Other: Delivery fee – Timed Installation (set-up is on Saturday a.m.)				110.00	

	7) Other: Pick up fee – Timed De-Installation (Breakdown is Sunday night at 4 p.m.)				475.00	
EVENT 3 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.					
	1) 30' x 40' tent, on 10 foot legs, tent color – matte, off-white (not white),	1	Tent	743.50	743.50	
	2) tent legs, + 10 feet, wrapped in velon	4	Tent Legs			This item removed from all bids
	3) Sidewalls to cover 30' X 40' tent – matte, off-white or sand (not white) walls			4.03	282.10	
	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			38.00	38.00	
	5) labor on set-up and breakdown of specified tent				0	# of Workers: 8
	6) "Lava"-style heat lamps	3	Ea.	113.83	341.99	
	7) 8 X 12 (approx.) wood cabanas with drapery	4	Ea.	350.63	1402.53	

	8) Labor on set-up and breakdown of wood cabanas	1	Labor	0	0	# of Workers: 8
	9) High-quality Green Astro turf	Sq. ft.	2,300	.46	1058.00	
	10) Labor on set-up and breakdown of astro turf		Labor	0	0	# of Workers: 4
	11) 15' X 40' white tent, 10' legs	1	Ea.	420.75	420.75	
	12) tent legs, + 10 feet, wrapped in velon	4	Tent Legs	13.25	106.00	
	13) Wrapping of tent rafters with velon					This item removed from all bids
	14) Black Drapery for rear of 15' X 40' tent			16.50	93.50	
	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)			3665.00	3665.00	
Kitchen Items for EVENT 3						
	16) Convection oven with racks	1	Ea.	358.28	358.28	
	17) ABC-approved fire extinguisher with hanger bracket	2	Ea.	25.50	51.00	

	18) 3-basin sink with continuous water (not potable) / hose / pump & barrel	2	Ea.	345.10	690.20	
	19) Labor on set-up and breakdown of Kitchen Items		Labor	0	0	# of Workers: 6
General Costs for EVENT 3						
	20) fuel costs, associated with breakdown and set up of a two-day event	1		99.50	99.50	
	21) Any other costs associated with breakdown and set-up of a two-day event (besides any delivery fee)			0	0	
	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)			475.00	475.00	

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