



## **CITY OF MENIFEE**

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SUBJECT: Master Agreements with PCE and Rhythm Tech Productions for On Call Sound and Stage Equipment Rental Services

MEETING DATE: November 20, 2024

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst II

REVIEWED BY: Rebekah Kramer, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Master Agreement for professional on call services with PCE for sound and stage equipment rental services in the amount of \$42,710 for Fiscal Year (FY) 2024/2025; and
2. Authorize the City Manager to approve three one-year auto-renewals to the PCE Master Agreement in the amount of \$68,710 annually, at the City's discretion and contingent on availability of the corresponding budget; and
3. Approve and authorize the City Manager to execute a Master Agreement for professional on call services with Rhythm Tech Productions for sound and stage equipment rental services in the amount of \$42,710 for FY 2024/2025; and
4. Authorize the City Manager to approve three one-year auto-renewals to the Rhythm Tech Productions Master Agreement in the amount of \$68,710 annually, at the City's discretion and contingent on availability of the corresponding budget.

### **DISCUSSION**

The City of Menifee's Community Services Department hosts annual citywide events for the residents and visitors of Menifee. The events include but are not limited to Christmas Tree Lighting, Fall Festival, Dia De Los Muertos, Veteran's Day Celebration, Independence Celebration, and Menifee Moonlight Market. As part of several of the events, staff is required to obtain sound and stage production and equipment rental services. The services include but are not limited to stage, sound, and lighting equipment rentals as well as any labor associated with the services.

On August 20, 2024, staff issued Request for Proposal (RFP) No. 2025-1 for sound and stage equipment rental services. The services include but are not limited to stage, sound, and lighting equipment rental as well as any labor associated with these services.

The City received three qualifying proposals from the following firms:

- GrooveLabs, LLC.
- PCE Events Activated
- Rhythm Tech Productions, LLC.

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, and as stated in the criteria set forth in RFP 2025-1, the firms were evaluated based on experience/qualification, reference review, cost proposal and the quality of responsiveness of the proposal. All the tabulated results from the evaluations are listed in Table 1 below.

**TABLE 1 – RFP EVALUATION SUMMARY**

Firm Name	Evaluation Score	Interview Score
<b>PCE Events Activated</b>	<b>89.00</b>	<b>84.33</b>
<b>Rhythm Tech Productions, LLC</b>	<b>82.67</b>	<b>79.67</b>
GrooveLabs, LLC	77.00	-

Following the evaluation process, interviews, and reference checks, staff determined that PCE Events Activated and Rhythm Tech Productions were both qualified to provide the services. Considering the Community Services Department hosts over 30 citywide special events across various locations, staff is recommending that an agreement is executed with each vendor to ensure appropriate services are available for each event as needed. Prior to each event, staff would solicit quotes from each vendor and would proceed with the vendor who has the availability to perform the required services and provide the required equipment for the most competitive price.

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

### **FISCAL IMPACT**

The fiscal impact of the proposed agreements for the remainder of FY 2024/2025 is not-to-exceed \$42,710. Funding for the first year of the proposed agreements is available within the FY 2024/2025 budget, under professional services for Community Services Recreation within the General Fund (1100-CSD-RECR-652800).

If awarded, the aggregate amount purchased from both vendors collectively would not exceed \$42,710 for FY2024/25 and \$68,710 annually thereafter. While individual agreements not-to-exceed \$68,710 would be issued per year, it is anticipated that total expenses per year between the vendors would not exceed \$68,710.

Future fiscal years would be funded in the corresponding fiscal year's budget. If each of the three renewals are exercised, the total contract amount is not-to-exceed \$248,840 per vendor, however, it is anticipated that total expenses for the life of the contract will not exceed \$248,840 for these total services.

### **ATTACHMENTS**

1. Master Agreement – PCE
2. Master Agreement – Rhythm Tech Productions, LLC