



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**April 15, 2025**

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**TOPIC:** Rental Equipment Services

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**AGENDA TITLE**

Agreements with CWF Inc., DBA A1 Event and Party Rental, and Cook Event Services, Inc., DBA Baker Party Rentals, for Rental Equipment Services (Specification No. 25-004) (General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute agreements with CWF Inc., DBA A1 Event and Party Rental, and Cook Event Services, Inc., DBA Baker Party Rentals, to provide rental equipment services in an amount not to exceed \$1,250,000, for a term beginning April 15, 2025 and expiring April 14, 2028, with provisions for two, one-year extensions (Agreement Nos. A-2025-XXX and A-2025-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

Request for Proposals (RFP) No. 25-004 was issued on January 10, 2025, through the City's online bid management and publication system. This RFP seeks rental equipment services for various City special events including, but not limited to, canopies, chairs, tables, electrical equipment, portable restrooms, and trash cans, as detailed in Exhibits 1 & 2. The RFP supports the efforts of the Parks, Recreation, and Community Services Agency (PRCSA) to gather the necessary elements for organizing multiple City-produced events throughout the year. A summary of vendor participation and results is as follows:

- 97 Vendors notified
- 9 Santa Ana vendors notified
- 23 Vendors downloaded the RFP packet
- 2 Proposals received
- 0 Proposals received from Santa Ana vendors

Proposals were solicited, opened on January 30, 2025, and evaluated. Two proposals were submitted by the RFP deadline and both were determined to be responsive to the

specifications and met the City's requirements. An evaluation committee reviewed and rated the proposals according to the criteria listed in the RFP.

Staff recommends awarding an agreement to the two firms, CWF Inc., DBA A1 Event and Party Rental, and Cook Event Services, Inc., DBA Baker Party Rentals (Exhibits 1 & 2). Both vendors were selected for their variety of rental equipment, their broad level of experience, and their ability to provide all necessary items for City special events. In addition to their qualifications, awarding contracts to both firms allows staff to select the most cost-effective option, ensuring the best deal based on the specific needs of each event.

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

Funding is available in the current FY 2024-25 budget and funding will be included in the proposed budgets for City Council consideration. The City is not obligated to use the full amount of the contract authorization.

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
FY 24-25	01113017-62300	General Fund	PRCSA-Service Enhancement-Contractual Services Professional	\$6,000
FY 25-26	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$250,000
FY 26-27	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$250,000
FY 27-28	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$250,000
FY 28-29	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$250,000

FY 29-30	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$244,000
TOTAL				\$1,250,000

**EXHIBIT(S)**

1. Agreement with CWF Inc. DBA A1 Event and Party Rental
2. Agreement with Cook Event Services, Inc. DBA Baker Party Rentals

Submitted By: Hawk Scott, Executive Director of Parks, Recreation, and Community Services Agency

Approved By: Alvaro Nuñez, City Manager