



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

TOPIC: Stage Services for City Events

AGENDA TITLE

Agreements with Stage Plus Inc. and Advantage Event Solutions, LLC for Stage Services (Specification No. 25-008) (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with Stage Plus Inc. and Advantage Event Solutions, LLC to provide stage services in an amount not to exceed \$750,000 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. 25-008 was issued on January 24, 2025 on the City's online bid management and publication system. A summary of vendor participation and results is as follows:

- 324 Vendors notified
- 2 Santa Ana vendors notified
- 22 Vendors downloaded the RFP packet
- 3 Proposals received
- 1 Proposal received from Santa Ana vendor

Proposals were solicited, opened on February 4, 2025, and evaluated. Three proposals were submitted by the RFP deadline and all 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 highest-ranking firms, Stage Plus Inc. (Exhibit 1) and Advantage Event Solutions, LLC (Exhibit 2). Both vendors were selected to provide stage services for City events, including Fiestas Patrias. 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.

The Purchasing Division advertised this project on the City's online bid management and publication system, which directly notified two Santa Ana vendors. Additionally, in an attempt to encourage qualified local businesses to submit a proposal, City staff performed supplemental outreach by personally contacting local vendors by email to notify them of the bidding opportunity. One local vendor downloaded the RFP and submitted a bid for consideration.

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 for the subsequent fiscal years will be included in the proposed budgets for City Council consideration.

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
FY 24-25	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$5,000
FY 25-26	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$150,00
FY 26-27	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$150,00
FY 27-28	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$150,00
FY 28-29	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$150,00
FY 29-30	01113230-62300	General Fund	PRCSA-Recreation and Community Services-Contractual Services Professional	\$145,00
TOTAL				\$750,000

EXHIBIT(S)

1. Agreement with Stage Plus Inc.
2. Agreement with Advantage Event Solutions, LLC

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

Approved By: Alvaro Nuñez, City Manager