



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
April 5, 2022

TOPIC: Agreement with Stage Plus, Inc. for Stage Rental Service

AGENDA TITLE:

Agreement with Stage Plus, Inc. for Stage Rental Service at City Events for an Annual Amount not to Exceed \$158,000 for the Period April 1, 2022 to March 31, 2025, for a Total Agreement Amount of \$474,000 (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with Stage Plus, Inc. for stage rental service at City events for an annual amount not to exceed \$158,000 for the period April 1, 2022 to March 31, 2025, for a total agreement amount of \$474,000, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

On December 20, 2021, staff issued a Request for Proposals (RFP) for various special event services. The RFP supports the Parks, Recreation, and Community Services Agency (PRCSA)'s efforts to bring together the elements needed to provide multiple City-produced events throughout the year.

An evaluation committee consisting of representatives from PRCSA reviewed and rated the proposals according to the criteria listed in the RFP. The criteria includes firm/team experience, references/relevant experience, manner for performing services, and fee. The City received four proposals. Below are the results of the evaluation:

| Company | Score |
|-------------------|-------|
| Stage Plus, Inc. | 280 |
| The Perfect Event | 254 |
| Groovelabs | 174 |
| Atmosphere Events | 136 |

Based on the results of the evaluation scores, PRCSA is recommending entering into an agreement with Stage Plus, Inc. for a three-year term. Use of these services will be contingent on the City's approval of funding for City events each fiscal year.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds will be budgeted and made available in the following account for the specified years:

| Fiscal Year | Accounting Unit-Account # | Fund Description | Accounting Unit, Account Description | Amount |
|--------------------|----------------------------------|-------------------------|---|---------------|
| FY 22-23 | 01113230-62300 | General Fund | PRCSA-Recreation and Community Services-Contractual Services Professional | \$158,000 |
| FY 23-24 | 01113230-62300 | General Fund | PRCSA-Recreation and Community Services-Contractual Services Professional | \$158,000 |
| FY 24-25 | 01113230-62300 | General Fund | PRCSA-Recreation and Community Services-Contractual Services Professional | \$158,000 |

EXHIBIT(S)

1. Agreement

Submitted By: Lisa Rudloff, PRCSA Executive Director

Approved By: Kristine Ridge, City Manager