

APPROVED

AUG 14 2013

REPORT OF GENERAL MANAGER

NO. 13-217

DATE August 14, 2013

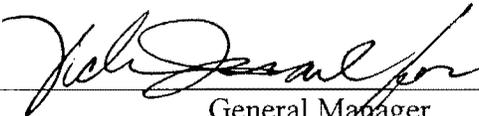
BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE EVENTS – PERSONAL SERVICES CONTRACT WITH PAGEANTRY PROPS AND DÉCOR, INC. FOR RENTAL OF STAGE, SOUND AND LIGHT EQUIPMENT TO BE INSTALLED, SERVICED AND REMOVED ON AN AS-NEEDED BASIS.

R. Adams	_____	K. Regan	_____
H. Fujita	_____	M. Shull	_____
V. Israel	_____	*N. Williams	<u>Now</u>



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract, with Pageantry Props and Décor, Inc., substantially in the form on file in the Board Office, for the as-needed rental of stage, sound and light equipment for events at Pershing Square, for a one (1) year contract with two (2) one (1) year options to extend at the sole discretion of the General Manager, not to exceed thirty-six (36) months, in an amount not to exceed twenty-five thousand dollars (\$25,000.00) per year and a total contract amount of seventy--five thousand dollars (\$75,000.00), subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022 that the City does not have in its employ personnel with expertise and experience to provide the aforementioned as-needed services;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided by the CONTRACTOR are professional, expert services of a temporary and occasional character for which competitive bidding is neither practicable nor advantageous;
4. Find, in accordance with Charter Section 371(e)(10), that the use of competitive bidding would be undesirable, impractical or is otherwise excused by the common law and the Charter because the total compensation to be provided to contractor is for a small amount

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soliciting bids would be unwarranted and wasteful in comparison to the amount of services required by the Department, and would result in an expenditure of funds in excess of any benefit that could be gained by soliciting bids;

5. Find, in accordance with Administrative Code Section 10.5(b)(2), this contract does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of one hundred thirty-seven thousand, three hundred nineteen dollars and no cents (\$137,319.00);
6. Direct the Board Secretary to transmit forthwith the proposed Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute forthwith the Contract, upon receipt of the necessary approvals.

SUMMARY:

Pershing Square is an outdoor concert and event center located in the heart of downtown Los Angeles. Pershing Square hosts an array of free programs for the downtown community five (5) days and/or evenings a week during the summer months through early fall, and provides an ice rink, with various additional entertainment events, seven (7) days a week, during the winter season. The various concert and entertainment events require specific and generic stage, sound and light equipment that are rented, installed, serviced and removed on an as-needed basis.

Pageantry Props and Décor, Inc. has provided as-needed staging services to Pershing Square for events in the past and currently has rental equipment on site provided under Letter of Agreement No. K1009 which was executed on February 26, 2013, expiring August 1, 2013, with current services authorized by the ratification clause in the proposed contract.

Staff recommends award of a one (1) year contract to Pageantry Props and Décor, Inc. with two (2) one (1) year options to extend at the sole discretion of the General Manager, not to exceed thirty-six (36) months, in an amount not to exceed twenty-five thousand dollars (\$25,000.00) per year. This contract will allow Pershing Square to continue to provide staging, lighting and sound systems equipment and services for the Pershing Square outdoor concerts and special events on an as-needed basis.

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Charter Section 1022 Finding

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On June 10, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A). While it was determined that the classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series may be able to perform the work, it was also found that the Department does not own the type of specialized equipment required and that ownership would be required to train staff on the equipment's proper operation and repair. It is therefore more feasible to contract out the service.

FISCAL IMPACT:

Funding for this contract amendment will be provided from Fund 301, Department 88, Accounts 012M and 015M and there will be no impact upon the Department's General Fund.

This report was prepared by Nancy Jeffers, Management Analyst II, Finance Division, Service Contracts Group.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 213-202-3213

CAO: Claudia Aguilar Phone No. 213-473-7579 Fax No. 213-473-7514

3. Work to be performed:

Recreation and Parks is seeking an amendment to its current agreement #K1009 with Pageantry Props & Décor Inc. The amendment will add three, one-year renewal options to the original one-year agreement, and will increase the maximum compensation to \$25,000 per year or a total of \$75,000. The amendment will allow the contractor to continue to provide temporary staging, stage lighting, and sound equipment for entertainment events at Pershing Square Park on an as-needed basis. Examples include stage and speaker platforms, stage trussing, spot lights, lighting boards, microphones, mixing boards and public address systems. The contractor will also provide all needed accessory items such as cables, connection boxes and insurance. The equipment is rented, delivered, installed, maintained, taken down and removed by the contractor and remains the responsibility of the contractor while on park property. The contractor provides repair service or replacement for any equipment in use, if required.

Is this a contract renewal? (amendment) Yes No

4. Proposed length of contract (amendment): To add three, one-year options to renew

Start Date: September 2013

6. Proposed cost of contract (if known): Not to exceed \$25,000 per year or \$75,000 total

7. Name of proposed contractor: LOA No. K1009 with Pageantry Props & Décor Inc.

8. Unique or special qualifications required to perform the work:

The contractor must have enough stock to allow the change-out of equipment when required by special entertainment bookings. The contractor must have the design capability and staff to move in, install, tear down, and move out equipment on an as-needed basis.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

a. Which class(es) and Department(s):

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date

d. Estimated time to fill position(s) through CSC process?

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No

f. Are there City employees currently performing the work? Yes No

10. Findings

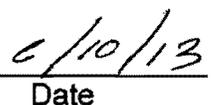
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work.

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

Recreation and Parks seeks an amendment to its current agreement with Pageantry Props & Décor Inc. to continue to provide staging, stage lighting, sound equipment, and related accessories for events at Pershing Square Park on an as-needed basis. There are classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series that may be able to perform the work. However, the Department does not own the type of specialized equipment required, and it would need to possess that equipment in order to train staff on the equipment's proper operation and repair. This is the first 1022 review because the original contract was for \$20,000 and therefore did not meet the 1022 review threshold.

			
Submitted by	Reviewed by	Approved by	Date
Elizabeth A. Terry	Shelly Del Rosario	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	