



THE PORT
OF LOS ANGELES
Executive Director's
Report to the

Board of Harbor Commissioners

DATE: OCTOBER 22, 2024

FROM: COMMUNITY RELATIONS

SUBJECT: RESOLUTION NO. _____ - AWARD OF CONTRACT NO. 40064 TO AMERICAN RENT ALL FOR EVENT EQUIPMENT RENTAL SERVICES

SUMMARY:

Staff requests approval to award Contract No. 40064 (Contract) to American Rent All for event equipment rental services. The proposed Contract is a one-year contract, with two, one-year renewal options and an authorized funding amount not-to-exceed \$200,000 annually or \$600,000 over the three-year term, if all options are exercised. The City of Los Angeles Harbor Department (Harbor Department) is financially responsible for payment of expenditures under the proposed Contract.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve Contract No. 40064 with American Rent All for a one-year term with two, one-year renewal options at a not-to-exceed amount of \$200,000 annually;
3. Authorize the Executive Director to execute and the Board Secretary to attest to Contract No. 40064; and
4. Adopt Resolution No. _____

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SUBJECT: AWARD OF CONTRACT NO. 40064 WITH AMERICAN RENT ALL

DISCUSSION:

Background – The Harbor Department has a periodic need of rental equipment for business events, employee events and community events coordinated by the Community Relations Division or other divisions. Rental equipment traditionally consist of canopies, tents, tables, chairs and specialty items either not owned or not owned in sufficient quantities by the Harbor Department.

The Community Relations Division is active the entire year hosting business and community events throughout the San Pedro/Wilmington area including Lunar New Year; Cars and Stripes Forever, Los Angeles Fleet Week, Employee Afternoon on the Promenade, Holidays by the Sea, and many other outdoor receptions, press events and customer events.

Past Contract – In Fiscal Year (FY) 2021/22, American Rent All was awarded Contract No. 39953 in the amount of \$149,999 annually. Contract No. 39953 expired on August 15, 2024.

Selection Process – The Community Relations Division submitted a purchase requisition to the Contracts and Purchasing Division (CPD) to authorize a new annual purchase order for this service. CPD released the Formal Request for Bid (Bid) No. F-1223, and it was advertised on the City of Los Angeles Regional Alliance Market Place (RAMP) and the Harbor Department website. American Rent All was the lowest responsive responsible bidder and staff is recommending approval of the award of Contract No. 40064 to American Rent All (Transmittal 1).

Through this Contract, American Rent All will supply rental equipment services for the Harbor Department. The Contract amount of \$200,000 provides a maximum annual spending authority and is consistent with the FY 2024/25 approved budget allocation for equipment rental services.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of a Contract for equipment rental services, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

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FINANCIAL IMPACT:

Approval of the proposed action will grant American Rent All the award of Contract No. 40064 for equipment rental services at an amount not-to-exceed \$200,000 per year. If all renewal options are exercised, the maximum authorized expenditures for the entire term of the Contract will not exceed \$600,000.

FY 2024/25 funding in the amount of \$200,000 has been budgeted within Account 521020 (Government/Community Promotional Expense), Center 20200.

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed Contract as to form and legality.

TRANSMITTALS:

1. Contract No. 40064 with American Rent All

FIS Approval: JS
CA Approval: SO



CECILIA MORENO
Director of Community Relations



DAVID LIBATIQUE
Deputy Executive Director,
Stakeholder Engagement

APPROVED:

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Executive Director

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