



**DATE: FEBRUARY 14, 2019**

**FROM: COMMUNITY RELATIONS**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AMENDMENT TO PURCHASE  
ORDER 39857 FOR EVENT EQUIPMENT RENTAL SERVICES  
BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND  
AMERICAN RENT ALL**

**SUMMARY:**

Staff requests approval of an amendment (Amendment) to Purchase Order 39857 with American Rent All for event equipment rental services. The proposed Amendment will add \$10,001 in additional funding to the existing purchase order such that the total not-to-exceed amount for the current Purchase Order would be \$160,000. The Harbor Department is financially responsible for payment of expenses incurred under the proposed Amendment.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners:

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 the Amendment to Purchase Order 39857 increasing the not-to-exceed amount to \$160,000 for the current term;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the agreements for and on behalf of the Board; and
4. Adopt Resolution No. \_\_\_\_\_.

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**SUBJECT: APPROVAL OF AMENDMENT TO PURCHASE ORDER 39857**

**DISCUSSION:**

Background – The Harbor Department has periodic need of event equipment rental for business events, employee events and community events coordinated by the Community Relations and other divisions. Equipment rentals 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; Happy Harbor Halloween; LA Fleet Week; Employee Afternoon in the Park; and many other outdoor receptions, press events and customer events.

Because unanticipated equipment needs took place during the purchase order term, including an increase in needs for LA Fleet Week and events for other divisions, the current purchase order amount of \$149,999 is not sufficient to cover the costs of anticipated equipment needs for the remainder of the purchase order term which expires on June 10, 2019. The increase in funding is needed to cover the anticipated equipment rental costs for these upcoming Harbor Department events: Youth Leadership Conference, STEM at the Port of Los Angeles, Free Harbor Boat Tour Day, and Chalk/Earth Day.

This Amendment will add \$10,001 to the current year of Purchase Order 39857 bringing the total from \$149,999 to \$160,000.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of an amendment to purchase order 39857, 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.

**FINANCIAL IMPACT:**

Approval of the proposed Amendment with American Rent All authorizes an additional \$10,001 to the existing \$149,999 amount for a total not-to-exceed amount of \$160,000. Fiscal Year 2019 funding in the amount of \$160,000 has been budgeted with Account 52040 (Government & Community Promotional), Center 220, Program 000.

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**CITY ATTORNEY:**

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

**TRANSMITTALS:**

1. Amendment to Purchase Order 39857 with American Rent All

FIS Approval: 

CA Approval: 



THERESA ADAMS LOPEZ  
Director of Community Relations



ARLEY BAKER  
Sr. Director of Communications



DAVID LIBATIQUE  
Deputy Executive Director, Stakeholder Engagement

APPROVED:



EUGENE D. SEROKA <sup>FOR</sup>  
Executive Director

TAL  
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