

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.41
(ID # 10115)

MEETING DATE:
Tuesday, July 23, 2019

FROM: RUHS-BEHAVIORAL HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Approve and Authorize the Purchasing Agent to Sign Event Agreements and Purchase Orders with Raincross Hospitality Corporation for Riverside University Health Systems - Behavioral Health Events without Seeking Competitive Bids for One Year in the Annual Amount of \$115,000 with the Option to Renew for Four Additional One Year Periods, All Districts. [Total Cost \$575,000; Up to \$11,500 in Additional Compensation Per Fiscal Year; 62% Federal Funding, 38% State Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to sign Event Agreements and Purchase Orders on behalf of the County with Raincross Hospitality Corporation for Riverside University Health System – Behavioral Health (RUHS-BH) events without seeking competitive bids for an annual amount of \$115,000 for a total for \$575,000 for five (5) years through June 30, 2024; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the agreements including modifications of the statement of work that stay within the intent of the agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contract.

ACTION: Policy

Matthew Chang

Matthew Chang, Director

6/27/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: July 23, 2019
xc: RUHS-Behavioral Health

Kecia R. Harper
Clerk of the Board

By: *[Signature]*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$115,000	\$115,000	\$575,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 62% Federal, 38% State			Budget Adjustment: No	
			For Fiscal Year: 19/20 – 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

RUHS-BH requires event venue services for the Friday Night Live Awards Banquet, Dare to Be Aware Youth Conference, annual Parent Child Interactive Therapy (PCIT) Workshop and Training, as well as other behavioral health outreach and training events. These events need space to accommodate up to 1,000 attendees, breakout rooms, catering services, audio/visual, and parking sufficient for up to 20 school busses.

Raincross Hospitality Corporation offers 85,000 square feet of flexible indoor and outdoor meeting space including an upper and lower concourse, individual meeting rooms, an open-air plaza, and two acres of lawn and garden. Their dining hall can accommodate more than 1,000 attendees with on-site catering services. They have ten breakout rooms for seminars and a ballroom capacity of 1,000. The ballroom can be utilized as a whole or manipulated into six additional breakout/training areas. The two lobbies are large enough to provide space for registration, resource tables, and vendor display. They have on-site audio/visual equipment, setup, and technical assistance. They have on-duty security team members 24 hours per day, 365 days per year. Surface parking is immediately adjacent to the center, and their outdoor space includes an overflow parking lot for school bus access.

Raincross Hospitality Corporation has provided event venue services for RUHS-BH since 2014 and can adequately meet all RUHS-BH needs within one centralized location. Research was done on more than 10 venues within the desired vicinity, and Raincross Hospitality Corporation was the only venue with the ability to meet the required attendance and space capacities required for RUHS-BH events.

The current Board Authority for a Purchase Order with Raincross Hospitality Corporation will expire June 30, 2019. Therefore, RUHS-BH is requesting that the Board of Supervisors approve the Purchasing Agent to issue a Purchase Order to Raincross Hospitality Corporation for events, conferences, banquets, and trainings for RUHS-BH through June 30, 2024 as outlined herein.

Impact on Citizens and Businesses

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These services are a component of Behavioral Health's system of care aimed at improving the health and safety of consumers and the community.

Contract History and Price Reasonableness

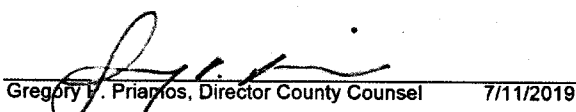
On August 5, 2014 (3.24), the Board of Supervisors authorized the Purchasing Agent to issue a Purchase Order to the Riverside Convention Center, a division of Raincross Hospitality Corporation, for RUHS-BH to hold events, conferences, banquets, and trainings in the amount of \$83,000 annually through June 30, 2019.


On June 16, 2015 (3.32), the Board of Supervisors approved an increase to the Purchase Order with the Riverside Convention Center from \$83,000 to \$100,000 annually through June 30, 2019.

Two of the events require RUHS-BH to arrange transportation for students; the venue is centrally located within Riverside therefore beneficial for cost savings. Approximately \$10,350 is saved annually in transportation costs by utilizing Raincross Hospitality Corporation. Additionally, the venue offers RUHS-BH an 11% discount on audio/visual needs and waives up to \$1,000 in janitorial fees per event.


Teresa Summers, Director of Purchasing 7/5/2019


Brianna Lantajo, Management Analyst 7/16/2019


Gregory V. Priamos, Director County Counsel 7/11/2019

 **Riverside
University
HEALTH SYSTEM**
Behavioral Health

Date: April 30, 2019
From: Matthew Chang, Director, Riverside University Health System-Behavioral Health
To: Teresa Summers, Director, Purchasing & Fleet Services
Via: Sarah Stewart Administrative Services Analyst I, 951-358-5947
Subject: Single Source Procurement; Request for Event Venue

The below information is provided in support of my Department requesting approval for a sole source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested:** Raincross Hospitality Corporation
2. **Vendor ID:** 118992
3. **Single Source** **Sole Source**
4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)
 Yes **No**
- 4a. **Was the request approved for a different project?**
 Yes **No**
5. **Supply/Service being requested:** Ten (10) training rooms with audio/visual capability, audio/visual equipment and staffing, dining facility with caterer and services for 1000 attendees, parking/access for up to 20 school busses, and a lobby for check-in/distribution of materials. Venue is needed for Friday Night Live Awards Banquet, Dare to Be Aware Youth Conference, annual Parent Child Interactive Therapy (PCIT) Workshop and Training, and other behavioral health outreach or training events.
6. **Unique features of the supply/service being requested from this supplier.** The Riverside Convention Center, a division of Raincross Hospitality Corporation, offers 85,000 square feet of flexible indoor and outdoor meeting space including an upper and lower concourse, individual meeting rooms, an open-air plaza, and two acres of lawn and garden. Their dining hall can accommodate more than 1000 attendees with on-site catering services. They have ten breakout rooms for seminars and a ballroom capacity of 1000. The ballroom can be utilized as a whole or manipulated into six additional breakout/training areas. The two lobbies are large enough to provide space for registration, resource tables, and vendor display. They have on-site audio/visual equipment, setup, and technical assistance. They have on-duty security

team members 24 hours per day, 365 days per year. Surface parking is immediately adjacent to the center and their outdoor space includes an overflow parking lot for school bus access.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:** Two of the events require RUHS-BH to arrange transportation for students; the venue is centrally located within Riverside therefore beneficial for cost savings. Approximately \$10,350 is saved annually in transportation costs by utilizing Raincross Hospitality Corporation.

Thorough research was completed to identify alternative accommodations. Over 13 venues within the desired vicinity could not satisfy the capacity requirements.

Additionally, Raincross Hospitality Corporation has offered RUHS-BH an 11% discount on audio/visual needs and waive up to \$1000 in janitorial fees per event.

8. **Period of Performance:** From: FY 19/20 to FY 23/24
(total number of years)

Is this an annually renewable contract? No Yes

Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total
One-time Costs:						
Ongoing Costs:	115,000	115,000	115,000	115,000	115,000	575,000
Yearly amount to be utilized for events, conferences, training, and banquets for Friday Night Live, PEI, and Childrens Services						
Previous SSJ Approved Amounts:						
Total Costs	115,000	115,000	115,000	115,000	115,000	575,000

Note: Insert additional rows as needed

10. **Price Reasonableness:** It is consistent with other Convention Center venues in Southern California including costs for rooms, equipment rentals, and catering.

11. **Projected Board of Supervisor Date (if applicable):** _____
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

[Signature] Americano 5/23/19
Department Head Signature Print Name Date
(or designee)

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve **Approve with Condition/s** **Disapprove**

Condition/s:

Not to exceed:

One-time \$ _____

Annual Amount \$ 115,000 per fiscal year through 6/30/24 (date)
(If Annual Amount Varies each FY)

FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

[Signature] 6/28/19 20-025
Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)