Item 401/2025

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Lisa L. Kim	From:	John Montanchez
Dept:	City Manager	Dept:	Community Services
		Date:	11/12/2025

Subject: Award a contract to James Event Productions, Inc. for special event services for citywide events. (Cost: Not to Exceed $200,000/year)(Action Item)

OBJECTIVE

For City Council to award a contract to James Event Productions, Inc. to provide comprehensive turnkey special event services for various citywide events, in an amount not to exceed $200,000 annually.

BACKGROUND

The City of Garden Grove issued a Request for Proposals (RFP No. S-1380) seeking qualified event contractors to provide infrastructure, décor, entertainment, and logistical support for major City-sponsored special events such as Winter in the Grove and Foods of Garden Grove Live.

The RFP was publicly advertised and open for submissions from August 15, 2025 through September 15, 2025. The solicitation invited experienced firms to submit proposals demonstrating their capacity to deliver full-service event production and management.

DISCUSSION

Three proposals were received by the deadline. Each submission was evaluated based on experience, service capacity, cost, creativity, and overall responsiveness to the City's event needs. Following review and scoring by the evaluation panel, James Events Productions, Inc. received the highest overall rating.

Awarding this contract will ensure the City continues to provide high-quality, safe, and engaging community events throughout the year, supported by a single vendor capable of managing all logistical and operational aspects. Although James Events Productions, Inc. will serve as the Community Services primary contracted event vendor, the City is not obligated to use this vendor exclusively. The agreement provides flexibility, allowing other vendors to be utilized when necessary or appropriate.

While the Community Services Department will likely be the primary user of these services, this contract will also be available to all City departments should event needs arise. Having this agreement in place will streamline the event planning process, reduce administrative time, and ensure access to pre-negotiated rates and proven, reliable services.

FINANCIAL IMPACT

The annual cost of the contract with James Event Productions, Inc. to provide comprehensive turnkey special event services for various citywide events shall not exceed $200,000. This amount is included in Community Services Department's Fiscal Year 2025-26 adopted operating budget. No additional appropriation is necessary to award this contract.

RECOMMENDATION

It is recommended that the City Council:

- Award a contract to James Events Productions, Inc. to provide turnkey special event services for various citywide events in an amount not to exceed $200,000 annually, for an initial one-year term with the option to extend the agreement for up to four (4) additional one-year terms, based on contractor performance and the evolving needs of the City; and

- Authorize the City Manager, or designee, to execute the contract on behalf of the City, execute option year amendments, and make minor modifications appropriate thereto.

By: Mark Freeman, Community Services Manager

ATTACHMENT(S)

James Events Productions Contract