



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 28, 2023**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT      WARDS: ALL**  
**DEPARTMENT**

**SUBJECT: REQUEST FOR PROPOSALS FOR MASTER AGREEMENT CONTRACTOR PANELS TO PERFORM ABATEMENT AT VARIOUS LOCATIONS ON AN “AS NEEDED” BASIS WHEN REQUESTED BY THE CODE ENFORCEMENT DIVISION; RFP NO. 2275 FOR GENERAL ABATEMENT, RFP NO. 2296 FOR WEED ABATEMENT, AND RFP NO. 2280 FOR ABANDONED VEHICLE ABATEMENT; ALL PROJECTS NOT TO EXCEED \$50,000 EACH; FOR A THREE-YEAR PERIOD ENDING NOVEMBER 14, 2026, TOTAL AMOUNT NOT TO EXCEED \$300,000 PER MASTER AGREEMENT**

## **ISSUES:**

Approve the Community & Economic Development Department Code Enforcement Division’s Contractors Panel Master Agreements for abatement work from RFP No. 2275 for General Abatement, RFP No. 2296 for Weed Abatement, and RFP No. 2280 for Abandoned Vehicle Abatement at various city locations on an as-needed basis, for projects not to exceed \$50,000 each, for the three-year period ending November 14, 2026, for total amount not to exceed \$300,000 each per Master Agreement.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Master Agreement for General Abatement Work at various city locations on an as-needed basis contract with R&R B Inc., for projects not to exceed \$50,000 each for the three-year period ending November 14, 2026, for a total amount not to exceed \$300,000;
2. Approve the Master Agreement for Weed Abatement Work at various city locations on an as-needed basis contracts with Twin Builders, California Building Maintenance and Master Landscape and Maintenance Inc., for projects not to exceed \$50,000 each for the three -year period ending November 14, 2026, for total amount not to exceed \$300,000 per each Master Agreement;
3. Approve the Master Agreement for Abandoned Vehicle Abatement Work at various city locations on an as-needed basis contract with E&S Towing Inc., for projects not to exceed \$50,000 each for the three-year period ending November 14, 2026, for total amount not to exceed \$300,000; and

4. Authorize the City Manager, or his designee, to execute the necessary contract documents including making minor, non-substantive changes.

#### **BACKGROUND:**

When public nuisances, as defined in Chapter 6.15 and 9.28 of the Riverside Municipal Code, including but not limited to abandoned vehicles, open and vacant structures, overgrown vegetation/weeds, trash and debris, are found to exist, the Code Enforcement Division notifies the responsible party of such conditions. If the responsible party does not abate the public nuisance within the specified time frame, the City of Riverside may abate the nuisance. Abatement expenses, including administrative and contractor costs, are then submitted to the responsible party for payment. If payment is not made by the responsible party, a lien is placed on the subject property. The city follows all due process notifications and meets the strict guidelines of the Riverside Municipal Code whenever taking enforcement action and/or conducting City ordered abatements. Many of these abatements occur under the authority of a court approved abatement warrant.

#### **DISCUSSION:**

Large scale and non-exigent general abatement projects would take place among the contractors on the General Abatement Contractor Panel, with the establishment of a Master Agreement. When the need arises, the Contractor Panel will be notified and asked to provide a quote based on the specific scope of work. The scope of work will dictate which Abatement Contractor Panel will be notified, whether it be for General Abatement, Weed Abatement, or Vehicle Abatement. The Panel member with the lowest price for the scope of work will be awarded a contract through a Supplemental Agreement for that specific project.

To comply with the requirements of the competitive bid process, the maximum contract award must be less than \$50,000. The Master Agreements limit each contractor's compensation to \$300,000 over the three -year term of the agreement.

The current list of contractors was selected from a list of qualified abatement contractors that responded to a Request for Proposal as explained below.

#### **PURCHASING:**

RFP 2275 was issued on May 9, 2023, for a general abatement contractor panel, by the Purchasing Division on Planet Bids. The notification of RFP release was sent to 31 City of Riverside vendors, and 199 external vendors. The RFP accumulated 12 prospective bidders. The RFP did not have a pre-bid meeting, no addenda were issued, and 2 questions were received. At the bid due date of May 26, 2023, three responses were received. After Purchasing's review, one proposal was deemed responsive. The response was given to an evaluation committee, comprised of 3 individuals, for review and scoring as seen below.

Contractor	Location	Rank	Total Points
R&R B Inc	Chino, CA	1	276.00

RFP 2280 was issued on May 9, 2023, for a vehicle abatement contractor panel, by the Purchasing Division on Planet Bids. The notification of RFP release was sent to 41 City of Riverside vendors, and 445 external vendors. The RFP accumulated 11 prospective bidders. The

RFP did not have a pre-bid meeting, no addenda were issued, and 1 question was received. At the bid due date of May 26, 2023, three responses were received. After Purchasing's review, two proposals were deemed responsive. The responses were given to an evaluation committee, comprised of 3 individuals, for review and scoring as seen below.

Contractor	Location	Rank	Total Points
E&S Towing Enterprises, Inc.	Corona, CA	1	272.00
Abajian Enterprise	Santa Ana, CA	2	153.00

RFP 2296 was issued on June 28, 2023, for a weed abatement contractor panel, by the Purchasing Division on Planet Bids. The notification of RFP release was sent to 62 City of Riverside vendors, and 100 external vendors. The RFP accumulated 20 prospective bidders. The RFP did not have a pre-bid meeting, no addenda were issued, and no questions were received. At the bid due date of July 10, 2023, eight responses were received. After Purchasing's review, all proposals were deemed responsive. The responses were given to an evaluation committee, comprised of 3 individuals, for review and scoring. The top three contractors are selected to be on the Weed Abatement Contractor Panel.

Contractor	Location	Rank	Total Points
Twin Builders	Corona, CA	1	295.00
California Building Maintenance II	Riverside, CA	2	295.00
Master Landscape & Maintenance, Inc.	Westminster, CA	3	292.00
Environmental Kleanup Services Inc.dba GANNCO Environmental Kleanup Services	Riverside, CA	4	291.00
DeGuire Weed Abatement	Riverside, CA	5	284.00
Steelclad	Anaheim, CA	6	282.00
Eagle Eye Demolition, Inc	La Verne, CA	7	281.00
The Tree Guys, Inc	Blue Jay, CA	8	280.00

The Purchasing Manager concurs that the recommendation is compliant with Purchasing Resolution 23914.

## **STRATEGIC PLAN ALIGNMENT:**

**Strategic Priority 2 – Community Well-Being** – Ensure safe and inclusive neighborhoods where everyone can thrive.

### **Goals:**

2.3 - Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide.

2.4 - Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

2.5 - Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

1. **Community Trust** – These requests for proposals were posted on the City's purchasing portal and sent to all registered qualified vendors. Responses were screened by purchasing and objectively scored by staff against identical criteria.
2. **Equity** – Project outcomes will benefit the entire community by providing abatement services across all segments of the city and provide equally for safe and clean neighborhoods.
3. **Fiscal Responsibility** – Competitive procurement was used to secure contractors that agree to a predetermined and competitively derived compensation schedule.
4. **Sustainability & Resiliency** – Abatement services provide a safe and clean environment. Abatement contractors also provide emergency and disaster services that enhance the city's resiliency in such scenarios.

### **FISCAL IMPACT:**

The fiscal impact of this action is not to exceed \$300,000 for each individual agreement and not to exceed \$50,000 for each individual project for the three-year period. Sufficient funds are budgeted and available in the General Fund, CEDD-Code Enforcement, Professional Services account number 2840000-421000 for Fiscal Year 2023/2024. Appropriations for future fiscal years will be included in the department's budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Jennifer A. Lilley, Community & Economic Development Director  
Certified as to  
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

### **Attachments:**

1. Master Agreement for General Abatement Work with R&R B Inc.
2. Master Agreement for Weed Abatement Work with Twin Builders
3. Master Agreement for Weed Abatement Work with California Building Maintenance
4. Master Agreement for Weed Abatement Work with Master Landscape and Maintenance Inc.
5. Master Agreement for Vehicle Abatement Work with E&S Towing Inc.
6. Award Recommendation for RFP No. 2275
7. Award Recommendation for RFP No. 2280
8. Award Recommendation for RFP No. 2296