



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 18, 2019

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: RFP NO. 1905 – APPROVE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH RETAIL MARKETING SERVICES, INC. DBA CARTRAC FOR CART RETRIEVAL SERVICES FOR THE PERIOD OF JULY 1, 2019 TO JUNE 30, 2022 IN THE AMOUNT OF \$300,000

ISSUE:

Approve a Professional Consultant Services Agreement for Cart Retrieval Services at various locations throughout the City of Riverside with Retail Marketing Services, Inc. dba Cartrac of Burbank, California in the amount of \$300,000.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement with Retail Marketing Services, Inc. dba Cartrac for Cart Retrieval Services in the amount of \$300,000 for the period July 1, 2019 through June 30, 2022 with an option to extend for two additional one-year terms; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Retail Marketing Services, Inc. dba Cartrac, including the two optional one-year extensions and making any minor non-substantial changes.

BACKGROUND:

Abandoned shopping carts constitute a nuisance, create safety hazards, cause blight, and interfere with pedestrian and vehicular traffic within the City of Riverside. In order to reduce these hazards, the City has contracted for the removal of abandoned shopping carts within the public right-of-way since 2006. Additionally, Chapter 9.58 of the Riverside Municipal Code (RMC) requires that retailers, who provide shopping carts for customer use, either sign up with the City for cart retrieval services or submit a prevention plan with provisions for keeping shopping carts from entering the public right-of-way.

Retailers choosing to sign up with the City for cart retrieval services will have their shopping carts retrieved from the City right-of-way and returned to them by the City's contractor. The retailers

receive an invoice from the City for the direct cost of the retrieval services with no additional charge for administrative costs or overhead.

Retailers choosing not to sign up with the City for cart retrieval services are required to prepare and implement a prevention plan to keep abandoned shopping carts from leaving the business premises. Stray shopping carts retrieved from City right-of-way which belong to retailers not participating in the City program are delivered to the City's Corporation Yard in accordance with the RMC.

DISCUSSION:

On March 15, 2019, the City issued Request for Proposal (RFP) 1905 to solicit proposals from qualified companies to provide shopping cart retrieval services within public right-of-way throughout the City.

On April 4, 2019, the City received two proposals for RFP 1905. Only one proposal was considered responsive from Retail Marketing Services, Inc. dba Cartrac, the City's current service provider.

The Purchasing Manager concurs that the recommendation to award RFP 1905 is in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

The cost to perform the retrieval services over the three-year contract term ending June 30, 2022 is \$300,000. Retailers utilizing the City's retrieval service reimburse the City. Staff estimates a reimbursement amount of approximately \$200,000 for the duration of the contract. The City cost is estimated at \$100,000. Sufficient funds are available in the Public Works Department budget (account no. 9791910-440301).

Prepared by:	Kris Martinez, Public Works Director
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:

1. RFP Award Recommendation
2. Professional Consultant Services Agreement with Retail Marketing Services, Inc. dba CarTrac