



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 2, 2020**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: SERVICES AGREEMENT WITH GATORWRAPS, INC, TO APPLY BUS WRAPS ON ALL SPECIAL TRANSPORTATION DIVISION MINIBUSES FOR A TOTAL AMOUNT NOT TO EXCEED \$138,250 THROUGH DECEMBER 31, 2020 - BID NO. 7691

ISSUE:

Approve a Services Agreement with Gatorwraps Inc. of Ontario, CA, to apply Bus Wraps to all 35 minibuses in the Special Transportation Division in the amount not to exceed \$138,250 through December 31, 2020.

RECOMMENDATION:

That the City Council:

1. Approve a Services Agreement with Gatorwraps, Inc. to wrap all 35 minibuses used by the Special Transportation Division in the amount not to exceed \$138,250 through December 31, 2020; and
2. Authorize the City Manager, or his designee, to execute the Agreement including making any minor and non-substantive changes.

BACKGROUND:

On December 16, 2008, City Council approved acceptance of a grant from the Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) in the amount of \$ 1,500,000 to build the Compressed Natural Gas (CNG) Vehicle Maintenance Facility. The City received multiple grants to complete the CNG facility project and was able to complete the project without fully utilizing all the PTMISEA grant funds.

The Parks, Recreation and Community Services Department requested City Council approval to reprogram \$500,000 in unspent Fiscal Year 2008/09 PTMISEA grant funds to be used to repaint the Special Transportation minibus fleet. The minibus fleet of 35 buses were purchased during various years and does not have a consistent color scheme. Additionally, the existing lettering and graphics have faded. The proposal to repaint the minibus fleet will provide the

Department the ability to ensure that all the buses have the same color scheme, as well as enhance the marketing and visibility of Special Transportation services through a consistent message. The City Council approved this request on June 3, 2014, and on January 22, 2015, the Department of Transportation approved the reassignment of the funds in the amount of \$501,925 to allow for the repainting of the 35 minibuses.

DISCUSSION:

Due to staffing changes and shifts in priorities within the Special Transportation Division, this project was delayed. Originally the project called for repainting the buses, but as staff conducted research on this project, they discovered that using a vinyl wrap was overall an easier process that was more cost-effective, durable and allowed for greater flexibility in the overall design of rebranding the Mini-Buses.

Bid No. 7691 was posted on the City's Online Bid System on June 19, 2019, and closed July 9, 2019. Eight vendors submitted bids for the wrapping of the 35 minibuses operated by the Special Transportation Division. GCI Digital Imaging, Inc., of Cincinnati, Ohio, was the lowest responsible bidder and on December 17, 2019, the City Council awarded the bid to GCI Digital Imaging, Inc.

On March 5, 2020, GCI withdrew their bid because they were unwilling to register with the California Secretary of State as required by law. The City's Purchasing Division then reached out to the next lowest responsible bidder, Gatorwraps, Inc. and confirmed the vendor was willing to honor the original bid amount and provide services.

The Purchasing Manager concurs that the recommendation to award and is in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The cost of the bus wrapping project totaling \$138,250 will be funded by the reassigned PTMISEA grant funds in account 9333200-424210.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Bid Recommendation
2. Agreement