



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: 1, 2, 3, 4 & 5

SUBJECT: SERVICES AGREEMENT WITH SERVICE FIRST TO PROVIDE SWIMMING POOL MAINTENANCE SERVICES PURSUANT TO REQUEST FOR PROPOSAL NO. 2012 FOR A THREE YEAR TERM FROM JUNE 1, 2020 – JUNE 30, 2023, WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR TERMS, FOR A CONTRACT AMOUNT OF \$645,930; PLUS A 25% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$161,482.25 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$807,412.25

ISSUE:

Approve the Services Agreement with Service First of Santa Ana, California, to provide swimming pool maintenance services for a three year term from June 1, 2020 – June 30, 2023, with the option to extend for two (2) additional one (1) year terms, for a contract amount of \$645,930 and authorize a 25% change order authority each year in the amount of \$161,482.25 for unforeseen service needs, for a total contract amount of \$807,412.25.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with Service First in the amount of \$645,930 for swimming pool maintenance services covering the term of June 1, 2020 to June 30, 2023, with the option to extend for two (2) additional one (1) year terms;
2. Authorize 25% change order authority in the amount of \$161,482.25 for the contract term for a total contract amount not to exceed \$807,412.25;
3. Authorize the City Manager, or his designee, to execute the Services Agreement with Service First, including making minor and non-substantive changes and the optional contract extensions.

BACKGROUND:

The Parks, Recreation and Community Services Department is responsible for the maintenance of seven swimming pools. On January 22, 2020, Request for Proposals (RFP) No. 2012 was

released, soliciting qualified vendors to provide swimming pool maintenance services. A mandatory pre-proposal meeting was held on January 30, 2020, and final proposals were due on February 20, 2020.

DISCUSSION:

A total of five prospective bidders attended the mandatory pre-proposal meeting and two proposals were received, one of which was deemed responsive. The proposal was reviewed for format and content, including qualifications, experience, equipment and price.

After careful consideration, Service First was determined to be qualified and capable of meeting requirements found in RFP No. 2012.

Staff recommends that the attached agreement with Service First for swimming pool maintenance services be approved, covering the period of June 1, 2020 through June 30, 2023.

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

FISCAL IMPACT:

The total impact fiscal impact of this action is \$807,412.25. As described in the following table, proportional funding is available in FY 2019/20; sufficient funds are included in the proposed FY 2020/21 emergency budget; and future budget proposals will include the required funding amount for the applicable fiscal years.

Fiscal Impact of RFP No. 2012			
Terms	Account No.	Account Name	Amount
June 1, 2020 – June 30, 2023	5215000-421000	Professional Services	\$645,930.00
25% Change Order	5215000-421000	Professional Services	\$161,482.25
Total			\$807,412.25

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services 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

Attachment: Agreement