



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 17, 2025**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: 1, 2, 3 & 5**

SUBJECT: SECOND AMENDMENT TO SERVICES AGREEMENT FOR ANNUAL SWIMMING POOL MAINTENANCE SERVICES WITH SERVICE FIRST FOR A SIX-MONTH EXTENSION FROM JULY 1, 2025 TO DECEMBER 31, 2025, AND TO INCREASE COMPENSATION IN THE AMOUNT OF \$131,836.44, WITH AN ADDITIONAL 15% CHANGE ORDER AUTHORITY, NOT TO EXCEED \$19,773.97 FOR THE EXTENDED TERM OF THE AGREEMENT, FOR A TOTAL AMOUNT OF \$151,610.41

ISSUES:

Approve the Second Amendment to Services Agreement for Annual Swimming Pool Maintenance Services with Service First for a six-month extension from July 1, 2025 to December 31, 2025, in the amount of \$131,836.44, with an additional 15% change order authority not to exceed the amount of \$19,773.97, for a total amount of \$151,610.41.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to Services Agreement for Annual Swimming Pool Maintenance Services with Service First for a six-month extension from July 1, 2025 to December 31, 2025 in the amount of \$131,836.44;
2. Authorize 15% change order authority not to exceed the amount of \$19,773.97 for a total increase of \$151,610.41; and
3. Authorize the City Manager, or designee, to execute the Second Amendment, including making minor and non-substantive changes.

BACKGROUND:

The Parks, Recreation and Community Services Department is responsible for maintaining seven City-owned swimming pools. To secure qualified vendors for swimming pool maintenance services, Request for Proposals (RFP) No. 2012 was issued on January 22, 2020. A mandatory pre-proposal meeting was held on January 30, 2020, with final proposals due by February 20, 2020. Five prospective bidders attended the mandatory pre-proposal meeting, and two

proposals were submitted. Of these, one proposal was deemed responsive and was carefully reviewed for format, content, qualifications, experience, equipment, and pricing.

After thorough evaluation, Service First was determined to be responsive, qualified and capable of meeting the requirements outlined in RFP No. 2012.

On June 2, 2020, City Council awarded RFP No. 2012 for a three-year contract with the option to extend for two additional years.

On April 25, 2023, City Council approved the first amendment to extend the term of the contract from July 1, 2023 to June 30, 2025.

DISCUSSION:

The City of Riverside Parks, Recreation and Community Services Department (PRCSD) operates seven aquatics facilities. These facilities provide recreational swim, senior swim, swim lessons and lease facilities to educational institutions and non-profits for use. Consistent pool maintenance is critical to keeping aquatic facilities open and operating safely. Aquatic facilities generate revenue to assist in offsetting programming and maintenance costs. Service First has satisfactorily provided pool maintenance needs for the duration of the agreement.

In December 2024, PRCSD began the RFP process to identify new contractors for annual pool maintenance services. At that time, it was determined that a six-month extension of the current contract would be necessary to allow sufficient time for a thorough and competitive RFP process.

Additionally, aligning the start of a new maintenance contract with the conclusion of the summer swim season is strategically advantageous. Given that summer represents the peak period for community pools, transitioning to a new contractor during this time could disrupt services and negatively impact the experience for residents. Therefore, beginning a new contract after the summer season allows for a smoother transition and continuity of service.

The six-month extension is in accordance with Purchasing Resolution 24101, Section 702 (w), which states as follows “When approved by the Manager, Services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the prices, terms and conditions need by the Manager to be in the best interest of the City and in doing so utilize Informal Procurement or Negotiated Procurement process.”

The Purchasing Manager concurs that the recommendation actions are in accordance with Purchasing Resolution 24101, Section 702 (w).

STRATEGIC PLAN ALIGNMENT:

The work contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The agreement with Service First aligns with the Arts, Culture and Recreation Strategic Priority,

and contributes to **Strategic Goal 1.3** in addressing parks and open space maintenance needs.

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Maintained aquatic facilities serve the public interest and benefit the City's diverse populations. Aquatic facilities provide access to pools through recreation swim, swim classes, senior classes and educational institutions and non-profits.
2. **Equity** – The City of Riverside maintains seven aquatics facilities located across the city. Recreation swim provides low-cost accessibility to pools during hot summer months.
3. **Fiscal Responsibility** – Aquatics facilities generate income which assists in offsetting costs. Maintained facilities ensures the pools can remain open for rentals and revenue generating activities.
4. **Innovation** – The Agreement ensures that aquatic facilities are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Pool maintenance services preserve facilities for future use.

FISCAL IMPACT:

The total impact of this action is \$151,610.41 for the six-month extension, which includes a contingency amount of \$19,773.97. Sufficient funds are available in the General Fund, Parks & Recreation-Parks, Professional Services Account 5215000-421000.

Prepared by:	Vanessa Mayne, Senior Administrative Analyst
Approved by:	Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Second Amendment to Services Agreement
2. Presentation