



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: APRIL 9, 2024**

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

**SUBJECT: AGREEMENT FOR IRRIGATION MAINTENANCE SERVICES WITH ARROWHEAD GROUP, INC., DBA BASIC BACKFLOW OF SAN BERNARDINO, CALIFORNIA FOR COMPLETE BACKFLOW TESTING, REPAIR, AND REPLACEMENT SERVICES FOR THE PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT FOR A TERM OF JULY 1, 2023, TO JUNE 30, 2024, IN AN ANNUAL AMOUNT OF \$50,000, WITH THE OPTION TO EXTEND FOR THREE ADDITIONAL ONE-YEAR TERMS**

## **ISSUE:**

Approve the Agreement for Irrigation Maintenance Services with Arrowhead Group, Inc., dba Basic Backflow of San Bernardino, California, for Complete Backflow Testing, Repair, and Replacement Services for the term of July 1, 2023, to June 30, 2024, in an annual amount of \$50,000, with the option to extend the agreement for three additional one-year terms.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Agreement for Irrigation Maintenance Services with Arrowhead Group, Inc., dba Basic Backflow of San Bernardino, California, for Complete Backflow Testing, Repair, and Replacement Services for the term of July 1, 2023, to June 30, 2024, in an annual amount of \$50,000, with the option to extend the agreement for three additional one-year terms; and
2. Authorize the City Manager, or designee, to execute the Agreement, including making minor and non-substantive changes, and term extensions up to three additional one-year terms, subject to the availability of budgeted funds.

## **BACKGROUND:**

On February 24, 2022, Request for Proposal No. 2176 (RFP No. 2176) was issued by the Public Works Department to solicit proposals from qualified backflow contractors to provide Testing, Repair, and Replacement Services for the Public Works Department. The RFP was publicly advertised in the Press Enterprise on March 2, 2022, as required, for improvement projects in Section 1109 of the Riverside City Charter. On March 17, 2022, the City received four proposals in response to the RFP, which are listed below with their cumulative rates as submitted for

individual items within the scope of work. One of the proposals was deemed non-responsive by Purchasing.

Vendor	Vendor City	Proposed Cost (based on RFP scope)	Evaluation Scores
Arrowhead Group, Inc (dba Basic Backflow)	San Bernardino, CA	\$11,674	842.50
24 Hour Express Services	Murrieta, CA	\$12,070	750.30
Verne's Plumbing, Inc	Buena Park, CA	\$12,330	654.14
ER Block Plumbing - Non-Responsive			

A three-member panel comprised of staff from Public Works and Riverside Public Utilities evaluated the proposals, and Arrowhead Group, Inc., dba Basic Backflow which was ranked the highest. With more than 25 years of experience, Basic Backflow currently provides services throughout Southern California.

On August 16, 2022, City Council approved the agreement with Arrowhead Group, Inc., dba Basic Backflow for the period of July 1, 2022, through June 30, 2023, with the option to extend for three one-year periods.

The Parks, Recreation and Community Services Department (PRCSD) currently utilizes Basic Backflow for backflow testing and repair. Due to vandalism and theft, the Department has had to increase the amount allocated for backflow services. The Department determined a contract price of \$50,000 is adequate and based agreement total on assumed quantities of repeated tasks within the overall scope of work, including for services that may be required for items such as vandalism, theft, or damage from vehicle accidents.

### **DISCUSSION:**

The PRCSD has 59 locations with maintained landscapes. Irrigation backflows are located throughout these areas and are required to be properly tested, repaired, replaced, and maintained to achieve proper operation of backflow systems according to Federal, State, County and local laws and regulations.

Basic Backflow is familiar with the City's Park backflow methods and requirements. To maintain the current consistency within our parks, and based on their proven work history, staff is recommending that the attached agreement be approved with Arrowhead Group, Inc., dba Basic Backflow.

The Purchasing Resolution No. 23914 Section 702 (h) states that Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required, "When Services, except for Professional Services, can be Procured from a Contractor who offers

the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so.”

The Purchasing Manager concurs that the recommendation to approve the agreement is in compliance with Purchasing Resolutions No. 23914 Section 702 (h).

### **STRATEGIC PLAN ALIGNMENT:**

This item 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. This item supports **Goal 1.3**, Improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs.

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

1. **Community Trust** - The maintenance of properly operating irrigation benefits the City's diverse populations, and result in greater public good.
2. **Equity** - Well maintained parks make parks accessible to the public for use and contribute to public safety when utilizing parks.
3. **Fiscal Responsibility** – Maintaining City Park Landscapes and their infrastructure supports Park and Recreation efforts to minimize inefficiencies and maximize reliability.
4. **Innovation** - The Agreement ensures that parks are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Well maintained parks preserve parks ensuring they are maintained and preserved for future use.

### **FISCAL IMPACT:**

The fiscal impact for the one-year term of this agreement is \$50,000. Costs for future years' renewals will be included in the Department's annual budget. Funds for the current fiscal year are budgeted and available in the General Fund, Parks & Recreation, Maintenance/Repairs account 5215000-424130. Any future renewals and their respective costs are outlined in the table below.

<b>Term and Rate Description</b>	<b>Annual Amount</b>
July 1, 2023 - June 30, 2024	\$50,000
1 Year Renewal July 1, 2024 - June 30, 2025	\$50,000
2 Year Renewal July 1, 2025 - June 30, 2026	\$50,000
3 Year Renewal July 1, 2026 - June 30, 2027	\$50,000
<b>Total Contract Amount with 3 additional Renewals</b>	<b>\$200,000</b>

Prepared by: Jorge Rocha, 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: Phaedra A. Norton, City Attorney

Attachment: Agreement