



CITY OF POMONA COUNCIL REPORT

April 23, 2018

To: Honorable Mayor and Members of the City Council, Sitting as the Successor Agency

From: Linda Lowry, City Manager

Submitted By: Kirk Pelser, Deputy City Manager

Subject: **Adoption of a Resolution Awarding a Sole Source Agreement for Vehicle Parking District (VPD) Parking Lot Sweeping Services to the Downtown Pomona Owners Association (DPOA) in the Annual Amount not to Exceed \$40,560**

OVERVIEW

Recommendation – That the City Council, adopt a resolution awarding a sole source Agreement for a period of three (3) years, with provisions for two (2) additional one year extensions to the Downtown Pomona Owners Association (DPOA) for parking lot sweeping services in amount not exceed \$40,560 per year; and authorize the City Manager to execute the Agreement, in substantially the form submitted, and all related documents to implement the Agreement.

Fiscal Impact – The DPOA's annual parking lot sweeping contract cost is \$40,560. The Agreement is for three (3) years with provision for two (2) one year extensions. VPD funds are budgeted in the Fiscal Year 2018/2019 budget for parking lot sweeping (account 230-9200-52934-00000). Future funds will be budgeted for subsequent years.

Previous City Council Action – In 2012, the VPD Board of Parking Place Commissioners approved and recommended that the City Council award the DPOA a multi-year contract followed by an extension that expired in December of 2017.

Previous Vehicle Parking District Board of Parking Place Commissioners Action – On April 12, 2018, the Vehicle Parking District Commission approved and recommends that the City Council award a Vehicle Parking District parking lot sweeping Agreement to the DPOA.

EXECUTIVE SUMMARY

The City Council will consider a resolution approving an Agreement for Contractor Services (Agreement) with the Downtown Pomona Owners Association (DPOA) to provide Vehicle Parking District parking lot sweeping service. The term of the Agreement is three (3) years with provision for two (2) additional one year extensions for the annual price of \$40,560. The VPD operational budget will cover the cost of services.

BACKGROUND & DUSCUSSION

In 2012, the City Council award the DPOA a contract to provide VPD landscape maintenance and parking lot sweeping services for an annual cost of \$69,840. In 2014, the City Council extended the contract ending on December 31, 2017. Anticipating expiration of the contract, staff began to prepare a new Request for Proposal for the services. However, the City Attorney's office advised that the new RFP and contract needed to comply with current Department of Industrial Relations (DIR) requirements for services categorized as a public works.

The City's Purchasing Division published a Request for Proposal (RFP) in early March with a submittal deadline of March 22, 2018. The DPOA was the only entity to respond to the RFP.

After researching the proper categorization of parking lot sweeping services with the (DIR), it was determined by the City Attorney's office, through discussions with the City's Purchasing Division, that parking lot sweeping does not fall under the DIR's definition of a public works and State contractor licensing is not necessary for parking land sweeping services. Landscape services do fall under the DIR's public works definition and will be treated separately going forward.

The DPOA was the only vendor to submit a proposal and they possess an in depth knowledge of the VPD and Downtown, along with their multi-year experience sweeping the VPD parking lots and the City Streets within Pomona Business Improvement District (PBID), sole sourcing the parking lot sweeping services to the DPOA would be in the best interest of the City and VPD. The DPOA possess the required knowledge, equipment and personnel to perform the work in an efficient and effective manner. Because they are located in the Downtown, they are able to mobilize quickly to facilitate emergency or unexpected clean-ups. It is responsible and appropriate to award a sole source Agreement for parking lot sweeping to the DPOA.

CONCLUSION

The DPOA's parking lot sweeping proposal is for a not to exceed annual amount of \$40,560. The DPOA's abilities, experience and proposed cost benefit the VPD/City by providing parking lot

sweeping services, efficiently and economically in a timely manner. The DPOA was the only vendor to respond to the RFP, and they clearly have the ability and qualifications to do the work, it is recommended that the City approve the attached sole source Agreement for their services.

Attachment No. 1. Resolution with Exhibit A – Service Agreement