



CITY OF POMONA COUNCIL REPORT

January 28, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Rene Guerrero, Acting Public Works Director

Subject: **Award an Extension of an Agreement with Urban Graffiti Enterprises, Inc. for Six Months in the Amount Not-To-Exceed \$57,780 for the Bus Stop Maintenance Program**

OVERVIEW

Recommendations - That the City Council:

1. Approve an extension of a current agreement with Urban Graffiti Enterprises, Inc. in the amount not-to-exceed \$57,780 for the bus stop maintenance program and additional related services; and
2. Authorize the City Manager to execute the extension to the contract on behalf of the City, subject to review by the City Attorney.

Fiscal Impact – Funding for this recommendation is not-to-exceed \$57,780 for the six-month period and is available in FY18/19 Operating Budget Prop A fund (216-2506) for the Bus Stop Maintenance Program.

Previous Related Action - On September 16, 2013, the City Council awarded a one-year contract with optional four (4) one-year extensions to Urban Graffiti Enterprises, Inc. in the amount of \$104,003 annually for the Bus Stop Maintenance Program and Additional Related Services. On January 15, 2019, the City Manager approved a new three-month contract to Urban Graffiti Enterprises, Inc. in the amount of \$26,344.26 for continued bus stop maintenance program and additional related services.

EXECUTIVE SUMMARY

The approval of the six-month extension will enable Urban Graffiti Enterprise, Inc. to continue providing bus stop maintenance services under the same terms and conditions of its existing agreement while a formal bid process is completed. Due to bid enhancements and Staff turnover,

there was a delay in processing the formal bid prior to contract expiration. This extension will provide uninterrupted bus stop maintenance services through July 31, 2019.

DISCUSSION

The purpose of the bus stop maintenance service contract is to provide a clean and safe environment at bus stops for passengers using Foothill Transit, Omnitrans, Metrolink and Amtrak public transportation services. Responsibilities include removal and disposal of all trash receptacles, cleaning of all visible metal and concrete surfaces, and all glass and plexiglass surfaces. Contractor uses a dry clean method as well as broom and mop, or rag, to clean the entire bus stop/shelter site area.

The original bus stop maintenance contract was bid in 2013; twelve responses were received. Urban Graffiti Enterprise, Inc. (Urban) was determined to be the lowest responsive and responsible bidder, and was awarded the bus stop maintenance contract valid from November 1, 2013 to October 31, 2018.

Since that time, Urban has satisfactorily provided services. Urban has also indicated its willingness to extend its contract and to continue providing bus stop/shelter maintenance services while the City obtains competitive bids. In the three months since the end of the last contract extension, it was necessary to expand the bid process to include an alternative for advertising on bus shelters to help offset costs of the shelter maintenance. So that maintenance services would not stop, a new agreement was executed on January 15, 2019, pursuant to City Code Section 2-969(4) which authorizes the City Manager to approve maintenance agreements when the supplies, services and equipment are available from only one source, including equipment maintenance agreements. Having provided continued satisfactory services per the original scope of work, and being familiar and knowledgeable with the maintenance needs, the City is best served by executing a new agreement with Urban.

While Staff moves forward with the formal bidding process, with a contract award anticipated in July 2019, there is a need for an extension for the bus stop/shelter maintenance services to avoid an interruption during this interim period. Any extension to the contract must be approved by City Council. The expansion of the bid process, in conjunction with staffing vacancies, has resulted in a need for an additional six months of maintenance services. This City Council-approved extension will not exceed \$57,780.

Based on both the administrative agreement approved by the City Manager and the City Council authorized extension included in this agenda, the contract will be extended a total of nine months at an amount not-to-exceed cost of \$84,124.26.

Prepared by: Jizelle Campos, Senior Management Analyst