



CITY OF POMONA

COUNCIL REPORT

June 17, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Rene Guerrero, Interim Public Works Director

SUBJECT: AWARD OF CONTRACT FOR BUS STOP MAINTENANCE AND TRANSIT STATION POWER/PRESSURE WASHING TO PARKWOOD LANDSCAPE MAINTENANCE, INC. AT HOURLY PRICES BID FOR AN ESTIMATED ANNUAL COST OF \$161,978

RECOMMENDATION: It is recommended that the City Council:

- 1) Award a three-year contract, with (2) one-year extension options, for an annual estimated contract cost of \$161,978 for bus stop maintenance and additional related services, including power/pressure washing at transit stations; and
- 2) Authorize the City Manager to execute the contract and any extensions, subject to review by the City Attorney.

EXECUTIVE SUMMARY: Approval of this contract with Parkwood Landscape Maintenance, Inc. will provide weekly bus stop maintenance services that insure 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. Also included is power and pressure washing services at the Downtown Pomona and Pomona North Transit Stations three times per week.

FISCAL IMPACT: There will be no impact to the General Fund. Funding for the annual estimated contract cost of \$161,978 is available in the FY 2019-20 Operating Budget Prop A Fund (216-2506-52649-00000 and 216-2506-52648-00000). The proposed increase over the annual amount paid to the previous contractor is mostly the result of increasing the scope of work to include thrice weekly power and pressure washing of the City's two transit stations that was previously performed by City staff. The contract also allows for an increase or decrease of services, when required. Costs to cover contract services for future fiscal years will be budgeted appropriately through the annual budget process. There is no annual CPI increase included in the three year contract terms.

PREVIOUS RELATED ACTION: On September 16, 2013, the City Council awarded a one-year contract with optional four 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 May 7, 2018, the City executed a fourth amendment to the agreement with Urban Graffiti Enterprises, Inc. in the amount of \$116,632 for continues and increased service levels commencing November 1, 2017 and continuing through October 31, 2018. On January 15, 2019, the City Manager approved a new three-month contract extension to Urban Graffiti Enterprises, Inc. in the amount of \$26,344.26 for continued bus stop maintenance and additional related services. On January 28, 2019, the City Council awarded an extension of an agreement with Urban Graffiti Enterprises, Inc. for six months in an amount not-to-exceed \$57,780 for bus stop maintenance services through July 31, 2019.

PUBLIC NOTICING REQUIREMENTS – Section 2-970 of the Purchasing Ordinance requires that a Notice Inviting Bids be published at least 10 days before the date of opening. The notice for Bus Stop Maintenance, Transit Center Power, and Pressure Washing Services (Bid No. 2019-08) was posted on Planetbids on May 7, 2019. Bids were opened on May 28, 2019.

DISCUSSION: In order to continue bus stop maintenance services, the Purchasing Division posted a new formal Request-for-Bid (RFB) on PlanetBids on May 7, 2019, which directly notified (17) seventeen prospective bidders. The RFB included a request for pricing for power and pressure washing services at the Downtown Pomona and Pomona North Transit Stations. After a thorough analysis of the three bids received, Parkwood Landscape Maintenance, Inc. was determined to be the most qualified, responsive, and responsible bidder. The bid tabulation is shown in Attachment No. 1.

The purpose of the new service contract with Parkwood Landscape Maintenance, Inc. 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 on a weekly basis.

The new contract will also provide for thrice-weekly power and pressure washing of both the Downtown Pomona and Pomona North Transit Stations. Currently, City staff provides pressure washing services at these two locations on an as needed basis and due to already stressed staffing levels, the work is performed during outside working hours on an overtime basis,. The fact that a two-person team is necessary to operate the equipment involved further exacerbates these costs. Due to this, the transition to contractor provided power and pressure washing is anticipated to provide consistent cleanings at higher frequencies, and an elevated level of service delivery to the public.

Staff recommends the Citywide contract for Bus Stop Maintenance and Power and Pressure Washing Services be awarded to Parkwood Landscape Maintenance, Inc. as the most qualified, responsive, responsible bidder at hourly prices bid, for a contract term of three years, with the option to renew for up to two (2) additional years, in one (1) year increments.

Prepared by:

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ATTACHMENT(S):
Attachment No. 1 – Summary of Bids