



CITY OF POMONA

COUNCIL REPORT

July 6, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Mark J. Gluba, Assistant City Manager

SUBJECT: AWARD OF A CONTRACT FOR ONE YEAR WITH FOUR (4) ONE-YEAR EXTENSION OPTIONS TO INTERMEX, INC. FOR PROFESSIONAL CHARTER BUS SERVICES IN FY 2026-27

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Award a retroactive one-year contract to Intermex, Inc. for the operation of charter bus services in FY 2026-27, with four (4) one-year extension options to begin on July 1, 2026 for a total amount not to exceed \$55,000; and
- 2) Authorize the City Manager or designee to execute the contract and any amendments or extensions thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

The City has been utilizing Intermex, Inc. for professional charter bus services in FY 25-26. Following a formal Invitation to Bid (IFB), Intermex, Inc. is recommended to receive an award for a one-year contract for Charter Bus services at these locations, with four (4) one-year extension options.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The City receives an allocation of funding through Proposition A, from \$3.9 to \$4 million annually, with \$65,000 set aside for Recreation Trip Transportation [FD216 | CC2506 | 52000 Recreation Trip Transportation | 00000]. The agreement will be for a total amount not to exceed \$55,000.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1 (4)a of the City’s Purchasing Ordinance, a public notice inviting bids was posted on the City’s website on May 18, 2026, and bids were open on June 10, 2026. Two (2) proposals were submitted and reviewed.

DISCUSSION:

On May 18, 2026 a IFB No. 2026-22 “CHARTER BUS SERVICES” was issued on the City’s electronic bidding platform. The solicitation notified 41 prospective bidders, of which 15 prospective bidders downloaded the IFB, resulting in the City receiving 2 proposals. All 2 proposals met minimum qualifications.

Rank	Vendor	Base Bid A	Optional Bid C
1	Intermex, Inc.	\$1,620.00/TRIP	\$300/DY*
2	Lux Bus America	\$2,025.00/TRIP	\$300/DY*

*Day = 4 Hour Minimum

Staff reviewed the pricing proposals and qualifications from each vendor. Base Bid A provided a round-trip scenario from a City park to Downtown Los Angeles, for 1-56 passengers on a weekday for about 9 hours of travel/idle time. The following was noted:

- 1) Intermex, Inc. provided a lower average cost for Base Bid A, and their base price includes additional stops, luggage handling and ADA amenities.
- 2) Lux Bus America provided a higher cost for Base Bid A, with additional stops, luggage handling and ADA amenities included, but a fuel surcharge of 2% for every \$0.50 over \$6 dollars per gallon.

In light of these observations, staff recommends that the contract be awarded to Intermex, Inc. as they provided the lowest pricing and complete bid, per the requirements in the IFB. The City has had positive experiences utilizing Intermex, Inc. for Youth, Family and Senior field trips over the past fiscal year 2025-26.

The Recreation Trip Transportation funding received as part of the City’s Proposition A annual allocation has been used to provide field trip opportunities to our residents. The outdoor and active team took families to the beach for the day. The youth program took kids to visit museums and national parks for adventures and exploration. The senior program took our seniors to visit botanical gardens and museums for the day.

Staff are excited to continue field trips with our residents in safe and comfortable charter buses operated by experienced drivers. Approval of this agreement will allow us to begin scheduling future trips with Intermex, Inc.

COUNCIL PRIORITIES & GOALS:

This item supports the 2021-2022 City Council Priority 1: Fiscal and Operational Responsibility – Goal C: Obtain additional grant funding and other revenues to help achieve City goals.

Prepared by:

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Management Analyst

ATTACHMENT(S):

Attachment No. 1 – Agreement for Charter Bus Services