

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: March 14, 2024

PREPARED BY: Cristal Ortega, Management Analyst II

REQUEST: RATIFY PREQUALIFIED VENDOR LIST SUBMISSIONS THROUGH  
FEBRUARY 29, 2024

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## **RECOMMENDATION:**

Ratify prequalified vendor list submissions received through February 29, 2024, for the City of Palm Desert, Successor Agency to the Palm Desert Redevelopment Agency, Palm Desert Housing Authority, and Desert Willow Golf Resort.

## **BACKGROUND/ANALYSIS:**

On June 22, 2023, the City Council approved the prequalified vendor list for Fiscal Year 2023/24 and authorized the City Manager to approve additional prequalified vendor submissions throughout the fiscal year.

In conformance with City of Palm Desert Municipal Code Chapter 3.30, vendors may apply to be on our contractor list via our procurement page portal on the city's website and apply to register to be on our vendor list which is comprised of two categories one for general vendors and the other for contractors. By signing up, vendors are entered into our OpenGov database and receive updates for upcoming projects. Our vendor prequalification list ensures that requirements such as insurance, references, CSLB and DIR registration status and other vendor information meet the city's minimum standards.

Once vendors are approved, they remain on the approved list for no more than 24 months. The purpose of the vendor list is to make prequalified vendors readily available to meet City needs.

## **Legal Review:**

This report has been reviewed by the City Attorney's office.

## **FINANCIAL IMPACT:**

There is no direct fiscal associated with this action as potential purchases and contract amounts are included in the budget for Fiscal Year 2023/24. Contracts for the subsequent year are subject to appropriation pursuant to the policy.

## **ATTACHMENTS:**

1. Prequalified Vendor List (Q1, Q2, Q3) through February 29, 2024
2. Prequalified Vendor List (Combined) through February 29, 2024