

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: March 14, 2024

PREPARED BY: Celina Cabrera, Management Analyst

REQUEST: AUTHORIZE AN INCREASE TO THE NOT TO EXCEED AMOUNT FOR HD SUPPLY FACILITIES MAINTENANCE, LTD., SERVICE FIRST, LLC., AND CURTIS ALLAN FLOOR COVERING FOR FISCAL YEAR 2023/24

RECOMMENDATION:

1. Authorize an increase of \$60,000 to the not to exceed amount of HD Supply Facilities Maintenance in Fiscal Year 2023/24 for an aggregate amount of \$310,000.
2. Authorize an increase of \$15,000 to the not to exceed amount of additional services for Service First, LLC in Fiscal Year 2023/24 for an aggregate amount of \$50,000.
3. Authorize an increase of \$35,000 to the not to exceed amount of Curtis Allan Floorcovering, Inc., in Fiscal Year 2023/24 for an aggregate amount of \$285,000.
4. Appropriate \$110,000 from the Housing Authority's Unobligated 871 Fund Balance to the FY 2023/24 operating budget in the appropriate account for each of the 15 Housing Authority Properties.
5. Authorize the Executive Director or his designee to take any necessary actions to facilitate execution of amended agreements with Curtis Allan and Service First and any documents necessary to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

The three vendors, HD Supply Facilities Maintenance LTD., Service First LLC., and Curtis Allan Floorcovering received approval by the Housing Authority Board to use them for necessary operational materials and equipment at the Housing Authority's 15 properties.

- HD Supply is utilized by the Authority for the purchase of a variety of materials and supplies, including janitorial/cleaning supplies, plumbing, window coverings, lighting, ceiling fans, cabinets, and countertops.
- Service First provides commercial pool and water feature service as well as additional service for equipment repairs and replacement such as pumps, motors, and heating tubes.
- Curtis Allan Floorcovering is used for the purchase and installation of flooring at the properties including vinyl and carpet products.

Due to a continuing increase in the cost of items, as well as damage to the properties with recent weather events, property maintenance and unit repair has had an increase in expenses as a result. An increase in the not-to-exceed ensures proper resources remain available to complete FY 2023-24.

Legal Review:

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

Appointed Body Recommendation:

The Housing Commission will review this recommendation at its regular meeting on March 13, 2024. Upon request, a verbal report will be provided by staff.

FINANCIAL IMPACT:

The financial impact of this request will increase the not to exceed amount to the vendors listed. An appropriation is necessary from the Housing Authority's Unobligated Fund Balance the appropriate account for each of the 15 Housing Authority Properties in the total amount of \$110,000. There's no impact to the General Fund.

ATTACHMENT:

1. Service First, LLC Amendment 2 HA39040
2. Curtis Allan Floor Covering Amendment 3 HA38930