

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: December 12, 2024

PREPARED BY: Celina Cabrera, Management Analyst

SUBJECT: REJECT ALL PROPOSALS SUBMITTED FOR POOL, SPA, AND WATER FEATURE MAINTENANCE AND REPAIR AT HOUSING AUTHORITY PROPERTIES

RECOMMENDATION:

1. Reject all proposals submitted for Pool, Spa, and Water Feature Maintenance and Repair at Housing Authority Properties.
2. Authorize staff to resolicit and advertise for pool and water feature maintenance and repair services at the Palm Desert Housing Authority residential rental properties.

BACKGROUND/ANALYSIS:

The Palm Desert Housing Authority currently has a Pool, Spa, and Water Feature Maintenance and Repair Agreement with Service First, Inc., for an annual cost of \$138,573.11. The agreement expires on December 31, 2024.

Staff released a request for proposal for Pool, Spa, and Water Feature Maintenance and Repair on October 16, 2024, on the City of Palm Desert's online bid management provider, OpenGov, as well as in the Desert Sun newspaper. Responses were due on November 19, 2024. Only one proposal was received.

Proposer	Proposed Annual Amount
Service First, Inc.	\$380,818.44

The proposal submitted is nearly three times the current annual contract amount, making it unfeasible for the affordable housing budget. Qualified proposers must be available for daily maintenance service, respond within two hours in an emergency, be registered with the Department of Industrial Relations, hold a C-53 pool contractor license, and pay prevailing wage on repairs.

The Housing Authority will republish the request for proposal. In the interim, local qualified companies are being contacted to submit quotes for service to ensure no interruption with the legally required maintenance and service on the commercial pools, spas, and water feature at Authority properties.

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 December 11, 2024. Upon request, a verbal report will be provided at the Authority's regular meeting on December 12, 2024.

FINANCIAL IMPACT:

There is no direct fiscal impact related to this action except staff's time to resolicit and the cost to advertise for pool and water feature maintenance and repair services at the Palm Desert Housing Authority residential rental properties. Funds for the contract are budgeted in the Housing fund. There is no impact to the General fund.