

**HOUSING COMMISSION  
PALM DESERT HOUSING AUTHORITY  
STAFF REPORT**

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MEETING DATE: February 12, 2025

PREPARED BY: Celina Cabrera, Senior Management Analyst

SUBJECT: RATIFICATION OF V.M. POOL SERVICE AND REPAIR FOR POOL, SPA AND WATER FEATURE MAINTENANCE AND REPAIR AT HOUSING AUTHORITY PROPERTIES IN AN AMOUNT NOT TO EXCEED \$95,400.00

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**RECOMMENDATION:**

Recommend to the Palm Desert Housing Authority Board to:

1. Ratify the six-month agreement with V.M. Pool Maintenance and Repair for pool, spa, and water feature maintenance and repair at Housing Authority properties in an amount not to exceed \$95,400.00 and \$15,000 for additional services as required.
2. Authorize the Executive Director, or his designee, to take any necessary actions to execute the agreement and any related documents to effectuate this action.

**BACKGROUND/ANALYSIS:**

The Housing Authority oversees the maintenance of 16 pools, 7 spas, and 1 water feature, which are commercial facilities requiring daily servicing and pH balancing in compliance with Riverside County Health regulations. Failure to perform these services could result in closures and potential health and safety risks to residents and the public.

The previous contract for these services expired on December 31, 2024. A Request for Proposals (RFP) was issued by the Palm Desert Housing Authority on October 16, 2024, for a new pool, spa, and water feature maintenance and repair contract. However, the sole response from the incumbent contractor Service First, LLC, was unfeasible with a proposed annual amount of \$380,818.44 compared to the then current contract amount of \$138,573.11.

On December 12, 2024, the Housing Authority rejected the bid from Service First, LLC and authorized the re-solicitation of the RFP. In order to ensure the continuity of services in the best interest of the City, public health, safety and welfare, in the interim, local qualified contractors were contacted for a six month agreement starting January 1, 2025, and ending June 30, 2025. Five qualified contractors submitted proposals:

<b>Proposer</b>	<b>Proposed 6-Month Amount</b>
Fred Rock Pools	\$106,200.00
Service First	\$216,085.32
Shark Pools	\$217,200.00
Supreme Pool Service	\$126,180.00
V.M. Pool Service and Repair	\$95,400.00

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Ratification of Pool Maintenance and Repair Agreement

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V.M. Pool Maintenance and Repair offered the most cost-effective proposal while meeting all qualifications including Department of Industrial Relations registration. Staff is preparing a new RFP for a longer-term agreement, with the solicitation expected to be published late February 2025 for a July 1, 2025, start date. All qualified contractors will be encouraged to submit proposals.

Pursuant to the City Code of Ordinances section 3.30.160, the Executive Director may authorize the execution of contracts without competitive bidding provided that such award is in the best interest of the city, or of the public health, safety, and welfare. The maintenance of the pools, spas, and water features is essential to protecting public health and safety as regular servicing helps prevent potential health hazards and facility closures.

Staff is requesting an additional \$15,000 to provide additional services on an as needed basis that would include services such as equipment repairs or replacement (i.e., pump, pump motor, filters, heating tubes, etc.) the treatment of fecal matter, removal of rodents and pests, leaks, groundwater runoff, etc. All repairs are subject to prevailing wage requirements.

**FINANCIAL IMPACT:**

Funds for the six-month agreement are included in the Housing Authority FY 2024/25 budget in the appropriate accounts for each property. There is no financial impact to the General Fund from this action.

**ATTACHMENTS:**

1. Pool Maintenance Service Agreement