

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: February 27, 2025

PREPARED BY: Celina Cabrera, Senior Management Analyst

SUBJECT: RATIFICATION OF V.M. POOL SERVICE AND REPAIR FOR POOLS, SPA, AND WATER FEATURE MAINTENANCE AND REPAIR AT HOUSING AUTHORITY PROPERTIES IN AN AMOUNT NOT TO EXCEED \$95,400

RECOMMENDATION:

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 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 at 15 Housing Authority properties, 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 too costly with a proposed annual cost of \$380,818.44 compared to the existing contract amount of \$138,573.11. Service First stated that rising costs, including insurance, were a driving reason for the increase.

On December 12, 2024, the Housing Authority rejected the bid from Service First, LLC and authorized the re-solicitation of the RFP. 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. Staff researched and reached out directly to California State License Board Contractors that were Department of Industrial Relation registered and held a City of Palm Desert business license to send bid packets to. Five qualified contractors submitted proposals:

Proposer	Proposed 6-Month Amount
Fred Rock Pools	\$106,200.00
Service First	\$216,085.32
Shark Pools	\$217,200.00
Supreme Pool Service	\$126,180.00

Palm Desert Housing Authority
Ratification of Pool Maintenance and Repair Agreement

V.M. Pool Service and Repair	\$95,400.00
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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.

Staff is requesting an additional \$15,000 to provide additional services on an as needed basis to include 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.

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 February 12, 2025. Upon request, a verbal report will be provided at the Authority’s regular meeting on February 27, 2025.

FINANCIAL IMPACT:

Funds for the six-month agreement are available in the Housing Authority FY 2024-25 Annual Budget in the appropriate expense accounts for each property. There is no financial impact to the General Fund with this action.

ATTACHMENTS:

1. Pool Maintenance Service Agreement