

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: February 27, 2025

PREPARED BY: Cristal Ortega, Senior Management Analyst

SUBJECT: RATIFICATION AND UPDATE OF VENDOR AND CONTRACTOR
PREQUALIFICATION LIST SUBMISSIONS THROUGH FEBRUARY 11,
2025

RECOMMENDATION:

Ratify the attached updated prequalified vendor and contractor list submissions received through February 11, 2025, 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:

Section 3.30.160 of the City's Municipal Code/Purchasing Ordinance establishes that the purchasing officer may create an approved vendor list for the purposes of providing specified services and goods for the fiscal year for ongoing cleanup, maintenance and different routine items that are of a continuing nature. The City has used approved vendor lists for quite some time, however began vetting vendors more thoroughly as a result of changes to the Code in 2022, that implemented best practices in this area.

The new process includes posting applications to our online portal OpenGov. The General Vendor and Contractor Prequalification Applications for FY 2024-25 were released on July 1, 2024, with a response deadline of June 30, 2025. This system enables the city to streamline procurement and efficiently meet its operational needs by maintaining a readily available list of prequalified vendors.

Each fiscal year, an invitation to be included on the City's Approved Vendor List is posted and remains posted throughout the fiscal year to offer vendors an opportunity to provide pricing throughout the year and provide equal bidding opportunities. Additions to the vendor list may be approved continuously by the purchasing officer. Vendors are fully vetted by staff and required to provide updated pricing annually. Utilization of vendors on the list is to be prioritized by pricing, then by other appropriate criteria including quality, capability, availability, or similar criteria.

The vendor list is divided into two categories: general vendors and contractors. By registering in the City's OpenGov platform, vendors are entered into the OpenGov database and receive updates on upcoming projects. The prequalification process ensures vendors meet minimum standards, including requirements for insurance, references, Contractors State License Board (CSLB) and the Department of Industrial Relations (DIR) registration status, and other documentation. Approved vendors remain on the list for up to 24 months.

This action seeks to ratify and update the current prequalified vendor and contractor list, reflecting submissions received through February 11, 2025, for FY 2024-25.

Legal Review:

This report has been reviewed by the City Attorney's Office

FINANCIAL IMPACT:

There is no direct fiscal impact associated with this action as potential purchases and contract amounts must be included in the budget for FY 2024-25. Contracts for the subsequent year are subject to appropriation pursuant to the policy.

ATTACHMENTS:

1. Prequalified Vendor List (Combined) July 1, 2024, through February 11, 2025
2. Prequalified Contractor Prequalification List (Combined) July 1, 2024, through February 11, 2025