

**City of Palm Desert**  
March, 2025 Procurement Report

- Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by Department Head in best interest of the City up to \$10,000.
- Annual recurring contracted services, technology, and/or goods exception list may be approved by Finance Director not to exceed \$25,000.
- Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by City Manager in best interest of the City up to \$75,000.
  
- Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by City Manager in best interest of the City up to \$250,000, if on approved vendor list.
- Public projects, contracted services, professional services, and materials, supplies and equipment over \$250,000 must be approved by City Council.
- City Council may authorize City Manager to approve change orders, amendments, and contingency payments as part of their recommendation.

**Administrative Contract/Purchase Approval by City Manager or Designee**

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
3/3/2025	Horizon Professional Landscape	Public Works	10,800	Task Order Request	Installation of 20 24" box trees at Hovley Soccer Park
3/3/2025	Xerox Financial Services/PEAC Solutions	Information Technology	4,000	Change Order Request	Increase in printing costs
3/3/2025	Altec Industries Inc.	Public Works	13,275	Change Order Request	Sales Tax for the purchase of Boom- Bucket
3/4/2025	USA Shade & Fabric Structures Inc.	Public Works	8,806	Purchase Request	Replace shade fabric on Freedom Park Community Garden Sgade Structure
3/4/2025	Cimplx- ACA Compliance Services	Human Resources	2,339	Purchase Request	ACA reporting for all staff and council members
3/4/2025	VectorUSA	Library Services	6,585	Purchase Request	Installation of Aruba Access points at the Library to improve connectivity
3/5/2025	Crossroads	City Manager	19,900	Purchase Request	Parking eCitation System for Sheriff's Department
3/5/2025	Pye-Barker	Public Works	14,336	Purchase Request	Maintenance services for upgrades for existing fire alarm control panel
3/11/2025	Doug Wall Constuction	Public Works	44,125	Task Order Request	Safety improvements for the loading dock at City Hall
3/11/2025	SERVPRO	Public Works	79,341	Task Order Request	Tenant Improvements at the State Building
3/11/2025	Kincaid Industries, Inc	Public Works	7,000	Task Order Request	Fire Station 33 Restroom Repairs
3/11/2025	CentralSquare	Information Technology	55,271	Purchase Request	Software License for Finance Enterprise
3/11/2025	CentralSquare	Information Technology	63,808	Purchase Request	Software License for Trakit LMS System
3/11/2025	Bright Event Rentals	Capital Projects	6,783	Purchase Request	Tent for Fire Station 102 Groundbreaking Ceremony
3/11/2025	USPS POC 8030860	City Clerk	10,000	Purchase Request	Funds for postage meter
3/12/2025	Xpress Graphics	Capital Projects	253	Purchase Request	Mailers for Community Engagement Meeting - Mtn View Ret Basin Proj
3/13/2025	Xpress Graphics	Capital Projects	2,019	Purchase Request	Mailers for Community Engagement Meeting - Eldorado St Rehab Proj.
3/13/2025	Tri-Star Contracting II, Inc	Public Works	21,278	Task Order Request	Mid-Valley Channel Cleanup
3/13/2025	Bureau Veritas	Public Works	50,000	Purchase Request	Asset Inventory updates in Cartegraph
3/13/2025	Patton Door & Gate	Housing	45,110	Purchase Request	Replacement of gates at One Quail Place
3/13/2025	Xpress Graphics	Finance	5,335	Purchase Request	Outreach flyers for change to sales tax regarding Measure G
3/14/2025	Richard Kennedy Architects, Inc	Capital Projects	127,794	Change Order Request	Additional Conceptual Design/Schematic Design for New Library
3/18/2025	Accenture(Anser)	Capital Projects	1,260,270	Task Order Request	Construction Management for FS 102 constuction phase*
3/19/2025	ADVANTEX Consulting Engineers, Inc	Public Works	196,295	Task Order Request	Relocation/upgrade of the City's Traffic Management System.
3/19/2025	Charles Taylor Environmental Technical	Housing	3,750	Purchase Request	Hazardous Material Testing as needed for housing properites
3/19/2025	Zoho Corportation	Information Technology	4,195	Purchase Request	Helpdesk software License
3/19/2025	City of Indian Wells	City Manager	14,860	Purchase Request	Expenses for FS 55 Cove Communities shared maint. Agreement
3/19/2025	Concolidated Electrical Distributors	Public Works	10,350	Purchase Request	Specialized electrical supplies
3/19/2025	Cove Electric Inc	Public Works	25,000	Purchase Request	On-Call electrician services
3/19/2025	ChargePoint	Public Works	5,920	Purchase Request	i-Cloud annual software for charging stations
3/19/2025	Zoom Video Communications	Information Technology	18,499	Purchase Request	Annual Software License
3/19/2025	TKE Engineering	Housing	96,300	Task Order Request	Engieering Services for various Housing Authority properties

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
3/24/2025	Aflex Tchnology (NZ) LTD	Public Works	27,470	Purchase Request	Various Pool Aflex accessories and attachments for PDAC
3/24/2025	Proper Solutions	City Clerk	7,300	Change Order Request	Additional funds for temp employee for City Clerks Office
3/24/2025	Tyler Technologies	Information Technology	5,467	Purchase Request	Annual Software License for executime timecard
3/24/2025	Speridian	Information Technology	56,080	Change Order Request	Additional hours needed for implementation of LMS system
3/24/2025	Data Ticket	Code Compliance	9,000	Change Order Request	Additional security provisions and admin citation processing
3/26/2025	County of Riverside Registrar fo Voters	City Clerk	103,312	Purchase Request	Cost of 2024 General Election
3/26/2025	Hermann Design Group Inc	Economic Development	5,500	Purchase Request	On-Call services for Golf Course Routing of DW Hole #5
3/27/2025	Big Easy Crafts Foods LLC	Human Resources	3,393	Purchase Request	Lunch for Employee Appreciation
3/28/2025	Accurate First Aid Services	Public Works	2,977	Change Order Request	Replacement of three eyewash stations at Corportation Yard
3/28/2025	Full Traffic maintenance	Public Works	18,500	Purchase Request	Purchase of Aquaphalt for pothole and sinkhole repairs
3/31/2025	Imperial Sprinkler Supply	Public Works	10,732	Change Order Request	Irrigation Controller Upgrades
3/31/2025	Mariposa Landscape Inc	Public Works	25,000	Task Order Request	Services to identify and replace irrigation infrastructure
3/31/2025	Cornerstone Restaurant Supply	Public Works	5,737	Purchase Request	Commercial grade ice machine for Employee Lounge
3/31/2025	Michael Baker International	Public Works	57,630	Change Order Request	Design services of the Civic Center Park Playground
3/31/2025	Vintage Associates	Public Works	42,335	Task Order Request	Hovley Soccer Park Turf Improvements
3/31/2025	Superb Engineering, Inc	Public Works	12,614	Change Order Request	Replacement of irrigation boxes for DW landscape & Lighting Proj
			2,626,645		

Contract/Purchase Approval by City Council

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
No Contracts Approved during this period.			-		
			-		
Total Contract Approvals			2,626,645		

Request for Proposals Posted during the Month

Release Date	Project Manager	Department	Proposal Due Date	Project Name	Description
3/14/2025	Celina Cabrera	Housing	4/14/2025	Desert Point Apartments - Unit 13 Interior Renovation	Interior Renovation of a 2 bedroom/2 Bath upstairs apartment unit
3/17/2025	Martin Alvarez	Economic Development	4/15/2025	Turf Reduction and Landscaping	DW Golf Resort - Mountain View Course Project
3/18/2025	Lucero Leyva	Housing	4/18/2025	Demo and Partial Removal of Water Feature at One Quail Place Apartments	Demo the ponds surrounding primary entrance water feature, remove rock as needed, but leave the aesthetics of the water feature for the property as much as possible.
3/18/2025	Brad Chuck	Public Works	4/17/2025	Landscape Maintenance Area (LMA) No. 7	Landscape and supporting maintenance services for the City's medians, parkways, and facilities.
3/21/2025	Celina Cabrera	Housing	4/24/2025	Commerical Pool and Spa Maint and Repair	PD Housing Authority Apartment Complexes
3/28/2025	David Reyes/Chris Gerry	Public Works	4/17/2025	Fleet Vehicles: Six(6) Plug-In Hybrid 4-door Vehicles	Purchase New Fleet

These approvals are consistent with the Purchasing Policy and the FY 2024-25 Annual Budget.

\* Original Task Order approved by CC on February 16, 2023, for \$11.7M - Total Allocated to Date = \$3.475M