

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: May 22, 2025

PREPARED BY: Celina Cabrera, Senior Management Analyst
Jessica Gonzales, Housing Manager

SUBJECT: APPROVE AMENDMENT NO. 1 TO CONTRACT HA48770 WITH VM
POOL REPAIR AND SERVICE, INC., TO INCREASE ADDITIONAL
SERVICES IN FISCAL YEAR 2024-25 AT PALM DESERT HOUSING
AUTHORITY PROPERTIES

RECOMMENDATION:

1. Approve Amendment No. 1 to contract HA48770 with V.M. Pool Repair and Service, Inc., to increase the not to exceed (NTE) amount for additional services in the amount of \$20,000 for an aggregate NTE of \$35,000.
2. Authorize Special Counsel to make any necessary non-monetary changes to the agreement.
3. Authorize the Executive Director to execute an amendment to the agreement and to take any necessary actions to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

Within the Housing Authority portfolio there are 16 pools, 7 spas, and 1 water feature, which are commercial facilities requiring daily service and pH balancing in compliance with Riverside County Health regulations.

On February 27, 2025, the Palm Desert Housing Authority approved a 6-month contract with V.M. Pool Service and Repair, Inc., in the amount of \$95,400, plus \$15,000 for additional services, should they be required. Additional services would include equipment repairs or replacement, or any treatment outside of the required daily maintenance requirement. Treatments may include responses to remove fecal matter, rodents, pests, address leaks, or groundwater runoff. All repairs are subject to prevailing wage requirements.

Due to the required replacements of multiple water circulation pumps and filter grids, the additional \$15,000 has been exhausted. An additional \$20,000 is being requested to complete any necessary additional service items currently identified, as well as any that may come up during the remainder of the fiscal year.

Legal Review:

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

Appointed Body Recommendation:

The Housing Commission reviewed this recommendation at its regular meeting on May 14, 2025, and voted unanimously (5-0) to approve it.

FINANCIAL IMPACT:

Funds have been included and are available in the FY 2024-25 Annual Budget under the Housing Authority's Replacement Expenditure account and may be transferred to the appropriate expenditure accounts for each of the properties for this purpose. There is no financial impact on the General Fund with this action.

ATTACHMENTS:

1. Action Stamped Staff Report from February 27, 2025
2. HA48770 Executed Agreement
3. Draft Amendment No. 1