

**CITY OF PALM DESERT and
PALM DESERT HOUSING AUTHORITY
STAFF REPORT**

MEETING DATE: June 26, 2025

PREPARED BY: Brad Chuck, Public Works Superintendent
Shawn Muir, Community Services Manager

SUBJECT: AWARD ON-CALL CONTRACTS TO EIGHT VENDORS FOR FACILITIES
REPAIRS AND IMPROVEMENTS (PROJECT NO. MFA00009)

RECOMMENDATION:

1. Award maintenance service agreements to eight vendors for Facilities Repairs and Improvements, in an aggregate amount not to exceed \$4,500,000 per Fiscal Year, for a three-year term with two one-year extensions.
2. Authorize the City Attorney to make necessary non-monetary changes to the agreements.
3. Authorize the City Manager/Executive Director to execute the agreements and any other documents necessary to effectuate this action.
4. Authorize National Community Renaissance of California, to enter into on-call contracts with the eight vendors for Facilities Repairs and Improvements, on behalf of the Palm Desert Housing Authority.
5. Authorize the City Manager/Executive Director to execute a Notice of Completion (NOC) and the City Clerk to file an NOC upon satisfactory completion of construction related tasks.

BACKGROUND/ANALYSIS:

Facility Maintenance Needs:

The City of Palm Desert (City) and the Palm Desert Housing Authority (Housing Authority) are responsible for maintaining a wide range of public facilities, including municipal buildings, fire stations, parks and recreation amenities, and affordable housing sites. Many of these facilities require ongoing maintenance, repairs, and improvements to ensure safety, operational functionality, and continued public use. Below is a list of facility locations:

Buildings	Fire Stations	Parks and Recreation	Housing Authority Properties
City Hall 73510 Fred Waring Drive	Fire Station No. 33 44400 Towne Center Way	Palm Desert Aquatic Center 73751 Magnesia Falls Drive	One Quail Place 72-600 Fred Waring
Community Center (Henderson) 72559 Highway 111	Fire Station No. 67 73200 Mesa View Drive	Cahuilla Hills Park 45825 Edgehill Drive	Las Serenas 73-315 Country Club Drive
Corporation Yard 74705 42 nd Avenue	Fire Station No. 71 73995 Country Club Drive	Cap Homme/Ralph Adams Park 72500 Thrush Road	California Villas 77-107 California Drive

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Portola Community Center 45480 Portola Avenue		Civic Center Park 43900 San Pablo Ave	Catalina Gardens 73-600 Catalina Way
Palm Desert Sheriff Substation, 73520 Fred Waring Drive		Freedom Park 77400 Country Club Drive	Desert Pointe 43-805 Monterey Avenue
Parkview Office Complex 73710 Fred Waring Drive		Hovley Soccer Park 74735 Hovley Lane	Laguna Palms 73-875 Santa Rosa Way
Desert Willow Golf Resort, 38995 Desert Willow Drive		Ironwood Park 47800 Chia Drive	Neighbors 73-535 Santa Rosa Way
iHUB 37023 Cook Street, Ste 102		Joe Mann Park 77810 California Drive	Pueblos 73-695 Santa Rosa Way
Henderson Building		Magnesia Falls City Park 74200 Rutledge Way	Taos Palms 44-830 Las Palmas
Artists Center 725567 Highway 111		Palma Village Park 44550 San Carlos Avenue	Candlewood Apartments 7400 & 74002 Shadow Mountain
Palm Desert Historical Society, 72861 El Paseo		University Park East 74902 University Park Drive	Palm Village Apartments 73-650 Santa Rosa Way
State Building 73720 Fred Waring Drive		University Dog Park 74802 University Park Drive	Sagecrest 73-811 Santa Rosa Way
		Washington Charter School Park 45768 Portola Avenue	La Rocca Villas 42-135 Golden Eagle Lane
		Park A 74201 Harper Street	Carlos Ortega Villas 77-915 Avenue of the States
			Santa Rosa 73625 Street Rosa Way

To address these needs efficiently, staff recommends awarding eight on-call maintenance contracts to qualified vendors. These agreements will allow the City/Housing Authority to issue task orders for a variety of services without the need to conduct separate bid processes for each project. In January 2023, the City Council awarded Contracts C44620A-C to PUB Construction, Inc., Belfor USA Group, and Elite Customs Construction. Additional Contracts C44620D-E were awarded in August 2023, and Contracts C44620F-H were awarded in July 2024. Staff routinely solicit proposals to encourage competition among vendors and increase the on-call contractor pool. Staff then request a task order be issued to the selected vendor for the specific project based on price, scheduling, and capability. Work may include, but is not limited to, framing, drywall, painting, concrete, carpentry, audiovisual and security systems, welding, flooring, fixture repair, plumbing, and electrical work.

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For the first time since this contracting method has been utilized by the City, The Palm Desert Housing Authority is being included so that maintenance and improvements may also be conducted at Housing properties under these contracts when needed. This reduces the time frame typically needed to contract with vendors for these services and ensures that the contractors conducting work at those properties have been vetted by the City. The Housing Authority's contracted property management company, National Community Renaissance of California (National CORE), may enter into task order agreements on the Authority's behalf as authorized in accordance with the Property Management Agreement for the day-to-day operations of the properties.

Selection Process:

The Request for Proposals (RFP) was released in the City's online procurement portal (PROJECT ID: 2025-RFP-161) on February 18, 2025, and closed on April 17, 2025. Twelve proposals were received. A selection committee evaluated each submission based on clarity, the quality of the proposed work plan, firm experience, references, and cost.

The following eight vendors are recommended for contract award. These firms will be used on an as-needed basis through task orders, with assignments determined by project scope, contractor expertise, and schedule availability:

Vendor	Location	Ranking
M. Brey Inc, dba MBE Construction	Beaumont, CA	1
R&R B Inc DBA Servpro of Palm Springs/Indio/Coachella/LaQuinta/Indian Wells	Indio, CA	2
PUB Construction, Inc.	Diamond Bar, CA	3
Brian Stemmer Construction	Palm Desert, CA	4
Southern Pacific Construction	Temecula, CA	5
AMTEK Construction	Orange, CA	6
Cove Electric Inc.	Palm Desert, CA	7
Urban Worx Construction, Inc.	Palm Desert, CA	8

Scoring and ranking are not factors in the award of these contracts. All vendors meeting the minimum qualifications are being awarded. Awarding a collective not-to-exceed amount of \$4,500,000 per fiscal year across all vendors will enable the City/Housing Authority to coordinate repairs and improvements efficiently and avoid delays related to procurement. Although each vendor enters an agreement with the City, Purchase Orders are opened by the Finance Department upon approval of Task Orders for specific work. By this method, staff are able to track the projects and expenditures under the aggregate contract budget. This approach supports timely facility upkeep, reduces administrative overhead, and allows staff to match project needs with appropriate contractor capabilities.

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Legal Review:

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

Appointed Body Recommendation:

The Housing Commission will consider recommendation of this item at its regular meeting on June 11, 2025. Staff will be available to provide information regarding the Commission's recommendation at the City Council and Housing Authority Board Meeting on June 26, 2025.

FINANCIAL IMPACT:

The approved Public Works Operations and Capital Improvement Plan (CIP) and Housing Authority Budgets for Fiscal Year 2025/26 include approximately \$7,985,000 in total funding. Of this amount, approximately \$4.5 million is recommended for contracts that will be administered through task orders. These contracts are intended for repair and improvement projects that are broader in scope, more complex in nature, or of greater scale, and will support a variety of accounts across City and Housing Authority facilities.

The remaining budget of approximately \$3,485,000 is allocated for traditional contracts used to perform routine maintenance and minor improvements, such as basic electrical or plumbing repairs. These contracts are part of the City's standard maintenance practices.

As a result, there is no additional financial impact to the General Fund associated with this action.

<i>Account No.</i>	<i>Description</i>	<i>Ops Budget</i>	<i>CIP FY25/26 Budget</i>
1104610-4331000 & 4004674-4400100	Civic Center Park	\$100,000	**\$1,600,000
1104611-4331000 & 4004618-4400100	Parks	\$150,000	**\$1,500,000
1104330-4331000 & 4004330-4400100	Corporation Yard	\$50,000	**\$600,000
1104340-4331000 & 4504161-4400100	City Hall	\$100,000	**\$750,000
1104344-4331000 & 4504439-4400100	Portola	\$25,000	**\$100,000
1104800-4388500 & 4504164-4388500	Artists Center	\$10,000	**\$225,000
2304220-4331000 & -4400100	Fire Stations	\$50,000	\$750,000
2424549-4331101 & -4400100	Aquatic Center	\$50,000	\$300,000
4504164-4400100	Henderson Building	\$10,000	**\$250,000
5104361-4400100	State Building	\$15,000	**\$750,000
871xxxx-xxxx000	Housing Authority		\$600,000
(Multiple Housing Accounts)			
<i>Totals</i>		\$560,000	\$7,425,000
<i>Total FY 25/26 Available Budget</i>			\$7,985,000

Although the amounts listed are intended to cover the costs, actual distribution will vary based on actual use.

****Includes estimated FY 2024-25 CIP carryover amount**

Funding for this agreement in future fiscal years is contingent upon City Council/Housing Authority approval of the budget request. The initial round of contracting by this method provided an aggregate annual amount of \$750,000, however staff quickly recognized that deferred maintenance could be addressed quickly and efficiently using this process. Over time, through City Council action, the amount was increased to \$3,000,000 in August 2023, then to \$4,500,000 in July 2024. By continuing a \$4.5M aggregated annual maximum, any amount approved by City Council/Housing Authority, equal to or less than this amount, would not require a contract amendment in addition to the approved budget allocation.

ATTACHMENTS:

1. Maintenance Services Agreement AMTEK Construction
2. Maintenance Services Agreement Brian Stemmer Construction
3. Maintenance Services Agreement Cove Electric Inc.
4. Maintenance Services Agreement M. Brey Inc, dba MBE Construction
5. Maintenance Services Agreement PUB Construction, Inc.
6. Maintenance Services Agreement R&R B Inc, dba Servpro of Palm Springs/Indio/Coachella/LaQuinta/Indian Wells
7. Maintenance Service Agreement Southern Pacific Construction
8. Maintenance Services Agreement Urban Worx Construction, Inc.
9. Proposal AMTEK Construction
10. Proposal Brian Stemmer Construction
11. Proposal Cove Electric Inc.
12. Proposal M. Brey Inc, dba MBE Construction
13. Proposal PUB Construction, Inc.
14. Proposal R&R B Inc, dba Servpro of Palm Springs/Indio/Coachella/LaQuinta/Indian Wells
15. Proposal Southern Pacific Construction
16. Proposal Urban Worx Construction, Inc.
17. Performance and Payment Bond Template