

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: August 28, 2025

PREPARED BY: Cristal Ortega, Senior Management Analyst

SUBJECT: RATIFICATION AND UPDATE OF VENDOR AND CONTRACTOR
PREQUALIFICATION LIST FOR SUBMISSIONS THROUGH JUNE 30,
2025

RECOMMENDATION:

Ratify the updated prequalified vendor and contractor list submissions received through June 30, 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:

The City of Palm Desert uses its procurement platform, OpenGov, to provide vendors and contractors with the opportunity to prequalify and access project solicitations. Prequalification applications for FY 2024-25 were released on July 1, 2024, with a response deadline of June 30, 2025.

This process is intended to streamline procurement processes and efficiently meet operational needs by maintaining a readily available list of prequalified vendors and contractors on the City's Approved Vendor List. 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.

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.

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 June 30, 2025, listed in blue.

FINANCIAL IMPACT:

There is no direct fiscal impact associated with this action.

ATTACHMENTS:

1. Prequalified Vendor List (Consolidated) September 1, 2023, through June 30, 2025.
2. Prequalified Contractor List (Consolidated) September 1, 2023, through June 30, 2025.