

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: September 25, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: APPROVE CHANGE ORDER NO. 1 TO AMEND CONTRACT NO. C43100 WITH MULTI W SYSTEMS, INC., FOR PUMP PREVENTATIVE MAINTENANCE SERVICES AT THE PALM DESERT AQUATIC CENTER (PROJECT NO. MLS00020)

RECOMMENDATION:

1. Approve Change Order No. 1 to amend Contract No. C43100 with Multi W Systems, Inc., to add preventative maintenance services to the Palm Desert Aquatic Center pumps and increase the annual amount to \$63,000.
2. Increase allowable extra work in an amount not to exceed \$35,000 per fiscal year.
3. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
4. Authorize the City Manager to execute the change order, the optional three extensions, and any documents necessary to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

The Civic Center Campus, Hovley Soccer Park, and Freedom Park utilize booster pumps to compensate for low water pressure and provide irrigation for more than 87 acres of turf and landscaped areas. Each location operates a site-specific pumping system designed to reduce irrigation times and increase water-use efficiency. Likewise, the pool pumps at the Palm Desert Aquatic Center (PDAC) require regular preventative maintenance to support continuous operation of the facility. Preventative maintenance and timely replacement of these pumps are critical to preserving City assets, avoiding costly emergency repairs, and ensuring uninterrupted service to the community.

The City of Palm Desert (City) currently maintains two separate agreements with Multi W Systems, Inc., one for irrigation pump maintenance at three City parks (Contract No. C43100), and another for pump maintenance and repairs at the Palm Desert Aquatic Center (Contract No. A43722). With the expiration of Contract No. A43722 for PDAC pump services, staff recommend consolidating responsibilities into the irrigation pump Contract No. C43100.

Change Order No. 1 adds quarterly PDAC pump maintenance at an annual cost of \$20,000 (4 x \$5,000/quarter), increasing the annual contract value from \$43,000 to \$63,000. The quote and detailed scope of services can be found in Attachments 3 and 4, respectively. Staff also recommends increasing the allowable “extra work” authorization from \$17,000 to \$35,000 per fiscal year to ensure sufficient funding is available for unanticipated pump repairs or component replacements. The increase in as-needed allowable extras is intended to address any parts, materials, or repair work related to the aquatic center’s seven water pumps quickly and efficiently to ensure continuity of service.

This consolidation provides continuity of service, simplifies contract administration, and ensures that all City pump maintenance needs are addressed under a single agreement.

Legal Review:

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

FINANCIAL IMPACT:

Funds totaling \$120,000 are part of the Public Works Department operations budget for the Civic Center and Palm Desert Aquatic Center pumps, as part of the approved Fiscal Year 2025-26 Financial Plan. The new contract amount, including allowable extra work, totals \$98,000. Therefore, there is no further financial impact to the General Fund.

The budget and costs for each area are outlined in the table below:

<i>Account No.</i>	<i>Location</i>	<i>Budget</i>	<i>Expenses</i>	<i>Balance</i>
1104610-4332001	Civic Center Park	\$40,000	\$33,000	
1104611-4332001	Other Parks	\$30,000	\$30,000	
2424595-4400100	Palm Desert Aquatic Center	\$50,000	\$35,000	
Total:		\$120,000	\$98,000	\$22,000

*Although the amounts listed are intended to cover the costs, actual distribution will vary based on actual use. Future year amounts will be included in annual budget requests and extensions will be contingent on budget approval.

ATTACHMENTS:

1. C43100 Agreement
2. Change Order No. 1
3. Mutli W Systems Quote
4. Exhibit A – Scope of Services and Special Provisions