

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: December 11, 2025

PREPARED BY: Kalaina Perez, Management Analyst

SUBJECT: APPROVE A TWO-YEAR MAINTENANCE AGREEMENT WITH VM POOL SERVICE AND REPAIRS FOR POOL AND SPA MAINTENANCE AT HOUSING AUTHORITY PROPERTIES.

RECOMMENDATION:

1. Approve a two-year maintenance agreement with VM Pool Service & Repairs Inc., with three one-year extension options, at an annual not-to-exceed amount of \$209,040 per fiscal year, and up to \$75,000 for additional as-needed services.
2. Authorize the City Attorney to make any non-monetary changes to the agreement.
3. Authorize the Executive Director, or designee, to execute any change orders or amendments to the agreement.

BACKGROUND/ANALYSIS:

The Palm Desert Housing Authority (PDHA) owns and operates 15 residential properties that include 16 pools and 7 spas. Routine maintenance of these aquatic facilities is essential to ensure resident safety, maintain regulatory compliance with City, County, and State requirements, and protect the City's property assets.

The PDHA issued a Request for Proposals (RFP) on July 30, 2025, and received three qualified proposals. VM Pool Service & Repairs Inc. (VM Pool) submitted the most cost-effective and responsible proposal, meeting all required qualifications, including Department of Industrial Regulations (DIR) registration. The table below summarizes the cost proposals submitted by the three qualified contractors:

RFP Submittals

Contractor	Proposed Monthly Amount	Proposed Annual Amount
VM Pool Repair and Service	\$17,420	\$209,040
Service First	\$29,900	\$358,800
Ocean Springs Tech	\$30,624	\$367,488

The VM Pool proposal includes an annual bid of \$209,040 for daily maintenance services of all PDHA pools and spas. Additionally, staff is recommending that the PDHA allocate an additional \$75,000 for as-needed services. VM Pools has been providing services to the PDHA properties under the current contract (HA48770) since January 1, 2025, at a monthly rate of \$15,500, which expires on December 31, 2025.

The proposed contract provides ongoing maintenance services for the Authority's aquatic facilities, including routine inspections, chemical balancing, equipment maintenance, and

emergency response as needed. The agreement also includes flexibility for annual renewal options to ensure continuity of services and alignment with the budget.

Legal Review:

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

Appointed Body Recommendation:

The Housing Commission reviewed this item at its regular meeting on November 12, 2025, and recommended that the Housing Authority approve the contract.

FINANCIAL IMPACT:

Funding for the contract is included in the Housing Authority's FY 2025-26 operating budget and is available within the individual property expense accounts. There is no impact on the City's General Fund with this action.

ATTACHMENTS:

1. Draft Maintenance Services Agreement