

City of Palm Desert
November, 2025 Procurement Report

Palm Desert Muni Code Chapter 3.30 - Purchasing System and Public Works Contracts

- 3.30.050-3.30.090
- Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by Department Head in best interest of the City up to \$10,000.
 - Annual recurring contracted services, technology, and/or goods exception list may be approved by Finance Director not to exceed \$25,000.
 - Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by City Manager in best interest of the City up to \$75,000.
 - Public projects, contracted services, professional services, and materials, supplies and equipment may all be awarded/approved by City Manager in best interest of the City up to \$250,000, if on approved vendor list.
 - Public projects, contracted services, professional services, and materials, supplies and equipment over \$250,000 must be approved by City Council.
 - City Council may authorize City Manager to approve change orders, amendments, and contingency payments as part of their recommendation.

Administrative Contract/Purchase Approval by City Manager or Designee

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
11/4/2025	Sutherland Consulting Group dba EdTechnology, Inc.	Library Services	\$ 10,500.00	Purchase Request Form	Provide E-Rate consulting services for the Library, including assessing technology needs, completing required forms, managing bids, and ensuring compliance and audit readiness.
11/4/2025	Architectural Resources Group	Development Services	\$ 104,210.00	Purchase Request Form	Phase 2 of Historic Context Statement and City-Wide Historic Resources Survey Project.
11/4/2025	Urban Worx Construction, Inc.	Public Works	\$ 118,031.00	Purchase Request Form	Remodel the Captain's Restroom at Fire Station 67.
11/5/2025	Desert Air Conditioning, Inc.	Public Works	\$ 86,568.00	Change Order/Amendment Request	Increasing funds and extending term to cover emergency A/C unit replacements at the Henderson Building and City Hall, as well as additional funds for unexpected emergency replacements.
11/5/2025	James E. Carter Elementary School	Finance	\$ -	Change Order/Amendment Request	Amending the current contract to include reimbursement for additional field trips up to the approved amount.
11/5/2025	SunSplash LLC	City Manager	\$ 7,884.38	Purchase Request Form	Purchase of youth t-shirts for CalFire's Mini Muster program.
11/5/2025	Boulder Blimp Company Inc	City Manager	\$ 10,250.00	Purchase Request Form	Purchase of an inflatable fire safety education house for CalFire's Mini Muster program.

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
11/5/2025	American Civil Constructors West Coast	Capital Projects	\$ 40,355.67	Change Order/Amendment Request	CVAG request for additional CMS Boards for display on Hwy 111 while doing bridge maintenance.
11/5/2025	HootSuite Inc.	Information Technology	\$ 44,604.03	Purchase Request Form	Social media management tool for five users.
11/6/2025	Interstate Group LLC	City Manager	\$ 10,902.32	Purchase Request Form	Purchase of a trailer for CalFire's Mini Muster program.
11/10/2025	SunLine Transit Agency	Public Works	\$ 7,500.00	Change Order/Amendment Request	Purchase CNG fuel as needed for the City fleet from SunLine Transit Agency's CNG fueling station throughout Fiscal Year 2025/26.
11/10/2025	United Rentals	Public Works	\$ 15,000.00	Purchase Request Form	Purchase of equipment rentals as needed from United Rentals.
11/10/2025	Cove Electric	Public Works	\$ 6,000.00	Change Order/Amendment Request	Increasing funds to complete work that is currently in process.
11/10/2025	Doug Wall Construction	Public Works	\$ 5,300.00	Task Order Request	Additional funds for the Artist Center Improvements Capital Improvement Project to cover the cost of recommended application of a textured finish to the walls and additional drywall patching.
11/10/2025	NeoGov	Information Technology	\$ 15,059.00	Purchase Request Form	NeoGov integration with Workday.
11/10/2025	Southern Pacific Construction, Inc.	Public Works	\$ 63,768.38	Task Order Request	Remodel the traffic room at the Corporation Yard to improve functionality and appearance.
11/10/2025	MarshField	Information Technology	\$ 32,000.00	Purchase Request Form	Implementation of DocuSign Contract LifeCycle Management module.
11/10/2025	Kimball Midwest	Public Works	\$ 15,000.00	Purchase Request Form	Purchase of maintenance supplies and specialty tools as needed.
11/10/2025	AMTEK Construction	Public Works	\$ 446,441.00	Purchase Request Form	Replacement of deteriorated concrete surfaces, modernization of interior spaces, and upgrades to fixtures within the Palm Desert Aquatic Center (PDAC). Awarded to responsible bidder as authorized by City Council at the October 23rd City Council meeting.

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
11/10/2025	National Auto Fleet Group	Public Works	\$ 681,452.60	Purchase Request Form	Purchase of seven Ford F-150 trucks and five Ford Police Interceptor Utility vehicles as authorized at the June 26, 2025 City Council meeting.
11/10/2025	Everbridge INC	City Manager	\$ 5,376.60	Purchase Request Form	Automated emergency messages from Nixle Engage.
11/12/2025	Tops N Barricades Inc.	Public Works	\$ 2,862.30	Change Order/Amendment Request	Purchase of safety jackets.
11/13/2025	Robert Half International	Permit Center	\$ 25,000.00	Purchase Request Form	Hire a temporary Office Assistant to help with the front desk in the Development Services Center during Clariti implementation.
11/13/2025	Fehr & Peers	Development Services	\$ 30,000.00	Change Order/Amendment Request	Addition of two new areas of interest during the work on the Mobility Element update.
11/13/2025	Robert Half International Inc.	Information Technology	\$ 29,000.00	Purchase Request Form	Hire temporary staff for Help Desk support while regular staff is out of office.
11/17/2025	SHI International	Information Technology	\$ 13,598.85	Purchase Request Form	Renewal of AutoCAD software for drafting and reviewing plans from SHI International.
11/20/2025	Brinks Capital LLC	Finance	\$ 1,500.00	Change Order/Amendment Request	Increasing funds to capture Brinks 5.9% rate increase and continue required armored car services.
11/20/2025	CalStripe	Public Works	\$ 794.50	Task Order Request	Installation of raised reflective pavement markers to match the City standard.
11/20/2025	DocuSign	Information Technology	\$ 7,880.31	Purchase Request Form	Purchase of additional CLM DocuSign licenses for automated routing that sends each contract envelope to the Contracts Analyst for review before signatures.
11/21/2025	ChatGPT	Information Technology	\$ 18,000.00	Purchase Request Form	Purchase of 60 ChatGPT Business licenses to give users access to advanced AI models while ensuring their data is secure.
11/21/2025	Fuhr Software Inc.	Information Technology	\$ 13,500.00	Purchase Request Form	Purchase of LobbyCentral software to manage customer and visitor check-ins and queues.

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
11/24/2025	Consolidated Electrical	Public Works	\$ 25,929.38	Purchase Request Form	Purchase of 10 pedestrian lighting bollards to replace existing sites on San Pablo.
11/24/2025	V.M. Pool Service & Repairs	Housing	\$ 33,100.00	Change Order/Amendment Request	Extending contract to maintain service continuity while RFP responses are reviewed and finalized.
11/24/2025	National Auto Fleet Group	Public Works	\$ 1,152.00	Change Order/Amendment Request	Additional 1% sales tax due to Measure G and additional tire fee for purchase of 2024 Ford Super Duty F-550 (concrete truck)
11/25/2025	JTB Supply Company Inc.	Public Works	\$ 23,707.38	Change Order/Amendment Request	Increasing funds to support continued operation of the NoTraffic VDS.
11/26/2025	Great Western Installations	Public Works	\$ 13,092.05	Purchase Request Form	Purchase of 10 outdoor tables for the Palm Desert Aquatic Center.
			\$ 1,965,320		

Purchases above fall under the City Manager's approval limits

Contract/Purchase Approval by City Council

Date	Vendor Name	Department	Amount	Document Type	Description/Reason
11/13/2025	American Asphalt South, Inc.	Capital Projects	\$ 2,484,092	Construction Contract	Walk and Roll Phase 2 for restriping several city roadways to accommodate the addition of new buffered bike lanes.
11/13/2025	Tilden-Coil Constructors, Inc.	Capital Projects	\$ 1,907,227	Design-Build Contract	2-Phase New Library Facility Project
			\$ 4,391,319		

Total Contract Approvals \$ 6,356,638

Request for Proposals Posted during the Month

Release Date	Project Name	Department	Proposal Due Date	Project Manager	Description
11/18/2025	Taos Palms Apartments Site Improvements	Capital Projects	12/18/2025	Alex Vasquez	Apartment parking lot site improvements including but not limited to, curb and gutter, sidewalks, ADA access ramps, landscaping, removing and adding asphalt, removing and adding concrete and driveway improvements.

These approvals are consistent with the Purchasing Policy and the FY 2025-26 Annual Budget.

Approved Vendor Applications

Submission Date	Vendor	Services
11/3/2025	Adler Charles Services inc	<p>A certified HUBZone, MBE, and CBE small business providing end-to-end business, financial, and technology solutions to federal, state, and local agencies. Our capabilities include IT procurement, cybersecurity infrastructure, telecommunications, cloud deployment, insurance brokerage, tax preparation, and administrative support services.</p> <p>As an authorized value-added reseller (VAR) partnered with Ingram Micro and Slimrate, Adler Charles Services delivers secure, scalable, and compliant technology ecosystems designed for public-sector efficiency.</p> <p>Through Slimrate's Public-Sector Platform, we implement enterprise-grade, cloud-based point-of-sale (POS), e-commerce, and payment solutions that unify retail, foodservice, ticketing, and operational transactions across departments, campuses, and facilities. Slimrate provides hardware, software, and 24/7 U.S.-based support at no cost under its merchant processing model, enabling agencies to modernize without capital expenditure.</p> <p>The platform supports PCI-DSS-compliant payment processing, real-time analytics, and modular functionality for K-12 foodservice, municipal operations, healthcare systems, and nonprofit entities. This approach allows public institutions to streamline revenue operations, enhance security, and improve financial transparency while reducing administrative burden.</p> <p>Leveraging Ingram Micro's nationwide distribution network for Cisco, Fortinet, and other enterprise technologies, Adler Charles Services ensures each engagement aligns with FAR, DFARS, NIST 800-171, and CMMC standards. Together, these partnerships position Adler Charles Services Inc. as a trusted systems integrator and government solutions provider, delivering modernized, secure, and cost-effective infrastructure across the public sector.</p>
11/3/2025	Cadence Procurement Solutions LLC	<p>A woman-owned small business specializing in procurement support, backlog purchase order close-outs, sourcing of inventory parts, vendor management, and IT/software procurement. Our services include supply chain consulting, sourcing and fulfillment of MRO and industrial supplies, security and network components, and administrative procurement support. We also provide professional consulting services related to cost analysis, contract administration, and supplier communication. Cadence is registered in SAM.gov and holds NAICS codes 541614, 541519, 423840, 423430, and 541618.</p>

Submission Date	Vendor	Services
11/6/2025	Desert Elite Electric and Construction, Inc	C10 - ELECTRICAL B - GENERAL BUILDING A - GENERAL ENGINEERING C36 - PLUMBING
11/7/2025	Metropolitan Computer Services, Inc.	<p>A full-service IT and professional development training provider with over 32 years of experience delivering engaging, results-driven programs to government, corporate, and academic clients. We specialize in motivational instruction, positive reinforcement, and highly customized training that empowers employees to apply what they learn immediately in the workplace.</p> <p>Our programs cover Microsoft 365, Copilot, Teams, OneDrive, SharePoint, Adobe, Google Workspace, cybersecurity, resume building, government proprietary systems, and more. Our instructors are Microsoft Certified Master Instructors who excel at making complex software concepts easy, fun, and palatable for all learners.</p> <p>What truly sets MCS apart is our commitment to lifelong learning and client support. We proudly offer Unlimited Lifetime Email Support at no additional cost for every student, a level of dedication that no other company provides. We are not there to simply get in and get out; we are there to support our students for life. This long-term partnership approach ensures employees continue to thrive and that organizations receive lasting value from their training investment.</p> <p>Our proven experience spans government agencies, corporate clients, and higher education institutions.</p>
11/10/2025	Avid Identification Systems	Manufacture of Microchips(Animal Identification), RFID scanners, 24 hour Pet recovery department.
11/20/2025	MPG Construction	A - GENERAL ENGINEERING
11/26/2025	Unified Protective Services, Inc.	Unarmed and Armed Security Services Patrol Services ODO Services

Vendors are fully vetted and required to provide updated pricing annually. The utilization of approved vendors is on an as-needed basis, is not guaranteed, is contingent upon the availability of funds, and must adhere to the purchasing policy.