

TO: Andrew P. Powers, City Manager

FROM: Jennifer Patterson, Library Director

DATE: June 20, 2023

SUBJECT: **Grant R. Brimhall Library Aquarium Maintenance**

RECOMMENDATION:

1. Approve a three-year agreement with Aquatic Contractors (Thousand Oaks, CA) for all supplies and maintenance of the 3,600-gallon saltwater aquarium at the Grant R. Brimhall Library effective July 1, 2023, through June 30, 2026, in a not-to-exceed amount of \$138,264.
2. Authorize expenditure in the amount of \$46,100 for each fiscal year from A/C #110-7310-673-4200 (Library Fund/Building Repairs and Maintenance).
3. Find that this action is not a project as defined under the California Environmental Quality Act.

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal staff time required to prepare the report is included in the Adopted FY 2022-23 Library Fund Budget.

Aquarium maintenance costs are included in the Adopted FY 2023-24 and FY 2024-25 Library Fund Budget. Budget for the remaining contract term will be requested during the next biennial budget process.

BACKGROUND:

The 3,600-gallon salt-water aquarium was a gift to the community from the Friends of the Thousand Oaks Library and was installed as part of the Children's Library expansion, which opened on June 24, 2006. The Grant R. Brimhall Library (Library) aquarium requires weekly professional maintenance due to its size and the specific requirements of saltwater aquariums. This includes water testing, pump and filter maintenance, water recycling, chemical balancing, gravel stirring,

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quarantine service, diagnostics, and general tank and reef cleaning to maintain the health of the fish. Aquarium maintenance vendors are contracted for three-year terms.

A Request for Proposals and Qualifications (RFP/Q) process in 2020 resulted in Aquatic Contractors being selected as the service provider for the maintenance of the Library aquarium. Their contract expires on June 30, 2023.

DISCUSSION/ANALYSIS:

In accordance with Government Code section 4526 and the Thousand Oaks Municipal Code section 3-10.401, staff solicited a formal RFP/Q for the Library Aquarium Maintenance on May 1, 2023, which was publicly advertised in the Thousand Oaks Acorn newspaper and on the City's procurement website. Unlike the low bid requirements of the Public Contract Code, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services solicited.

Aquatic Contractors was the only company to submit a proposal. Aquatic Contractors is a highly regarded Thousand Oaks business that specializes in servicing commercial aquariums as well as private home aquariums. The company currently services The Four Seasons Hotel in Westlake Village, The Ojai Valley Inn & Spa, and Simi Valley Auto Spa, to name a few. In addition, Aquatic Contractors' service for the Library has been exemplary and Library staff recommends selecting them as the aquarium service provider (Attachment #1).

The aquarium is a popular focal point in the Library and is regularly visited by Library patrons of all ages. Exposure to this salt-water world and its marine life creates interest in and awareness of the undersea environment. A digital display describing each fish and information about their habitat is mounted near the aquarium for the entertainment and education of Library patrons. Aquatic Contractors also includes educational presentations to children and families to complement Library programs as part of their services. Informational presentations on saltwater aquariums, tropical marine life, and water conservation further enhance the educational benefit of the aquarium to our community and fulfill the Library's mission to inspire, inform, and engage.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

G. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).

H. Participate in public-private and multi-jurisdictional opportunities to ensure residents have access to high levels of parks, recreation, education and leisure programs and services.

PREPARED BY: Alina Savulescu, Accounting Specialist

Attachment:

Attachment #1 – Aquatic Contractors Agreement