

TO: Andrew P. Powers, City Manager

FROM: Clifford G. Finley, Public Works Director

DATE: October 8, 2024

SUBJECT: Municipal Service Center On-Call Maintenance Services Agreements

RECOMMENDATION:

1. Approve Municipal Service Center (MSC) On-call Maintenance Services Agreements with 16 companies for three-year terms, each ending December 31, 2027, not-to-exceed \$900,000 over the lifetime of the agreement, and not-to-exceed amounts of \$60,000 for each individual Task Order.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

FINANCIAL IMPACT:

No Additional Funding Requested. Funding for as-needed work is included in the various Adopted FY 2024-25 Operating and Capital Fund Budgets. Additional funds for the remaining contract term will be requested during the upcoming biennial budget process. Services will be utilized on an as-needed basis, as budget allows and are available to all City departments.

BACKGROUND:

The Public Works Department is responsible for maintaining and repairing the City's infrastructure, including landscape, water, wastewater, and street improvements. A critical element for timely repairs is having service providers under contract who can respond quickly and perform repairs upon request. With on-call agreements in place, work with each service provider can begin after an individual task order is approved.

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Through the on-call agreement process, staff utilizes the services of pre-qualified general maintenance firms, who perform various services on an as-needed basis. Approved companies are selected based on their expertise for one or more categories through a Request for Proposals/Qualifications (RFP/Q) process. Specific projects are authorized through individual task orders in amounts up to \$60,000 as governed by the California Public Contracts Code and Thousand Oaks Municipal Code for procurement of general maintenance services.

The previous On-Call Maintenance Services Agreements expired on June 30, 2024. To ensure the City continues to have a sufficient number of service providers under contract, staff published formal RFP/Qs on April 26, 2024, for Landscape Maintenance Services, August 2, 2024, for Tree Maintenance Services, and August 9, 2024, for Pipe Repair and Related Maintenance Services. The RFP/Qs were publicly advertised in the Thousand Oaks Acorn newspaper and on the City's procurement website.

DISCUSSION/ANALYSIS:

The City received 17 proposals and following a review of the proposals by Public Works staff, 16 companies (one firm was not qualified) are recommended for on-call agreements for their general expertise in the categories of landscape, tree, and pipe repair maintenance services (Attachment #1) utilizing the standard on-call agreement (Attachment #2), with each category having its own specific scope of work (Attachment #3).

Additional factors in selecting these companies included:

1. Successful completion of previous projects in Thousand Oaks or other local jurisdictions and a demonstrated ability to complete the projects.
2. Adequate resources and personnel to complete multiple projects in a timely manner.
3. Ability and demonstrated experience performing emergency repairs.

On-call agreements will include the use of task orders issued for each project. Company selection for each task order will be decided as follows:

1. Rotational basis for task orders up to \$5,000.
2. For task orders greater than \$5,000 and up to \$60,000, a minimum of three quotations will be obtained from the list of on-call companies, and the task order will be awarded to the lowest proposer.
3. Services estimated over \$60,000 will be selected through a separate RFP/Q process with a separate agreement subject to City Council approval.

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Although the Public Works Department primarily uses these on-call agreements, they are available to all City departments. No funds are set aside specifically for these on-call agreements; authorized funds will be identified for each approved task order. Each agreement has a three-year term, and the proposed not-to-exceed amount over the lifetime of each agreement is \$900,000. Agreements include a provision that allows individual task order not-to-exceed amounts (currently \$60,000) to be adjusted if the State increases these limits as authorized under Section 22020 of the Public Contract Code.

The on-call agreements with the selected companies guarantee available resources for timely and efficient maintenance and repairs of City infrastructure. Staff recommends approval of On-Call Maintenance Services Agreements with 16 companies for a term of three years.

LEVINE ACT (California Government Code § 84308):

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially-interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially-interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

The Levine Act Disclosure Forms signed by the companies are included as Attachment #4.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goal:

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.

PREPARED BY: Kevin Wilson, Public Works Superintendent

Attachments:

- Attachment #1 – Company Listing
- Attachment #2 – Sample Standard On-Call Agreement
- Attachment #3 – Scopes of Work
- Attachment #4 – Signed Levine Act Disclosure Forms