



City Council Report

City Council Regular Meeting: June 23, 2015

Agenda Item: 3-E

To: Mayor and City Council
From: Susan Cline, Interim Director of Public Works
Subject: Contractual Service Agreement for Water Feature and Pond Maintenance Services

Recommended Action

Staff recommends that the City Council authorize the City Manager to exercise the first one-year renewal option to contractual service agreement #4048 with California Waters, LLC, a California-based company, for water feature and pond maintenance services in the amount of \$117,162 for FY 2015-16, with one additional one-year renewal option in the amount of \$121,264. This would result in a three-year amended contract with a new total amount not to exceed \$351,626, with future year funding contingent on Council budget approval.

Executive Summary

The City is responsible for the maintenance and repair of water features at six locations citywide. In August 2014, the City solicited bids for the annual maintenance and repair of these water features. In November 2014, the City approved contractual service agreement #4048 with California Waters, LLC in the amount of \$113,200 for FY 2014-15. Staff recommends exercising the first year renewal option in the amount of \$117,162 for with California Waters, LLC to continue providing services in FY 2015-16, with one additional one-year renewal option in the amount of \$121,264, for a total amount not to exceed \$351,626 over a three-year period. The recommended action is consistent with the Council-approved Policy for Hiring Contracted or As-needed Staff for Non-professional Services.

Discussion

Historically, the City bids separate annual blanket purchase orders for water feature maintenance and repair services. In 2014, staff combined citywide water feature locations and services into one bid to streamline the process and obtain more competitive pricing.

Vendor Selection

On July 31, 2014, the City published Notices Inviting Bids to provide weekly and annual maintenance services to water features at six locations citywide, as required by the Public Landscape Division and in accordance with City scope of work. The bid was posted on the City's on-line bidding site, and notices were advertised in the Santa Monica Daily Press in accordance with City Charter and Municipal Code provisions. A total of 237 vendors were notified, and 17 vendors downloaded the bid. Two bids were received and publicly opened on September 2, 2014 per Attachment A. Bids were evaluated based on the criteria in SMMC 2.24.072, including price, previous experience, skill and ability to provide future maintenance or service, and compliance with City scope of work. Based on these criteria, California Waters, LLC, the lowest bidder, was the best bidder for the water feature maintenance and repair services in accordance with City scope of work.

On November 24, 2014, the City approved contractual service agreement #4048 with California Waters, LLC in the amount of \$113,200 to provide water feature maintenance and repair services for FY 2014-15. Water feature site locations include:

1. Pond system at Douglas Park
2. Three water features at Tongva Park
3. One water feature at Ken Genser Square
4. One water feature at the Public Safety Facility
5. One water feature at the Santa Monica Main Library
6. One water feature at the Annenberg Community Beach House

As of 2013, the City turned off the Public Safety Facility location because the fountain was leaking and damaging the building; however, the bid amount for the Public Safety Facility is included in the total contract amount should the City opt to reopen this water feature in the future.

At the time of issuance, the amount was below the threshold requiring Council authority. Staff recommends exercising the first year renewal option and modifying the contract

with California Waters, LLC in the amount of \$117,162 to continue providing services in FY 2015-16. Bid #4167 includes a second year renewal option in the amount of \$121,264, for a total amount not to exceed \$351,626 over a three-year period per Attachment B.

Method of Service

On January 13, 2015 (attachment C) Council adopted a Policy for Hiring Contracted or As-needed Staff for Non-professional Services. This policy includes criteria under which contracting for a public service is appropriate. This contract was initially bid prior to the study at an amount below the Council authority threshold and therefore was not considered as part of the study. For the renewal, staff has reviewed the service needs, and recommends providing water feature and pond maintenance services through a contractor due to the following criteria:

- Specialized / technical expertise: Service requires technical or special expertise that City staff could not or does not provide, and is outside of core service mission of the department
- Capital / equipment requirements: The service requires significant equipment or other capital investment and maintenance, for which a private contractor could amortize the costs or maximize use of the equipment.
- Workforce flexibility: Service is seasonal or unpredictable, but requires multiple staff when service is needed. Service continuity relies on a large employee pool with numerous and immediately available backup options.

Year 1 and Year 2 renewal options increase at 3.5% per the base bid provided by California Waters, LLC. Staff will review the service according to the Policy following the end of this contract term.

Financial Impacts and Budget Actions

The renewal option to be awarded to California Waters, LLC is \$117,162, for an amended contract total not to exceed \$351,626 over a three-year period. Funds are included in the FY 2015-17 Proposed Biennial Budget in the Public Works Department.

The contract will be charged to the following accounts:

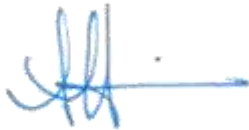
014982.555010	\$112,659.75
11497.544010	\$ 4,502.25

Future year funding is contingent on Council budget approval.

Prepared By: Erin Hamant, Administrative Analyst

Approved

Forwarded to Council



Susan Cline, Interim Director of Public Works
08/10/2015



Elaine M Polachek, Interim City Manager
08/10/2015

Attachments:

- A. Bid #4167 Results (PDF)
- B. California Waters Contract Renewal Years (PDF)

Attachment B

Bid No. 4167

Bid Description: PROVIDE WATER FEATURE AND POND MAINTENANCE/REPAIR SERVICES AS REQUIRED BY PUBLIC LANDSCAPE DIVISION

Bid Closing Date: SEPTEMBER 2, 2014

(1) TONGVA PARK & (2) KEN GENSER SQUARE	ADVANCED AQUATIC TECHNOLOGY INC		CALIFORNIA WATERS	
	Orange, CA		Santa Ana, CA	
	Monthly Price	Extended Price	Monthly Price	Extended Price
Tongva Park & Ken Genser Square Description				
Weekly water feature maintenance (three times per week) at Tongva Park: Water Feature #1 – Ocean Avenue Feature and Runnels	\$ 1,225.00 /per month	\$ 14,700.00 /per year	\$ 612.50 /per month	\$ 7,350.00 /per year
Weekly water feature maintenance (three times per week) at Tongva Park: Water Feature #2 – Water Bay Feature	\$ 525.00 /per month	\$ 6,300.00 /per year	\$ 962.50 /per month	\$ 11,550.00 /per year
Weekly water feature maintenance (three times per week) at Tongva Park: Water Feature #3 – Play Deck Feature	\$ 250.00 /per month	\$ 3,000.00 /per year	\$ 175.00 /per month	\$ 2,100.00 /per year
Weekly water feature maintenance (three times per week) at Ken Genser Square	\$ 1,530.00 /per month	\$ 18,360.00 /per year	\$ 1,260.00 /per month	\$ 15,120.00 /per year
Annual water feature maintenance (once per year) at Tongva Park: Water Feature #1 – Ocean Avenue Feature and Runnels	N/A	\$ 10,500.00 /per year	N/A	\$ 4,550.00 /per year
Annual water feature maintenance (once per year) at Tongva Park: Water Feature #2 – Water Bay Feature	N/A	\$ 4,200.00 /per year	N/A	\$ 7,150.00 /per year
Annual water feature maintenance (once per year) at Tongva Park: Water Feature #3 – Play Deck Feature	N/A	\$ 2,500.00 /per year	N/A	\$ 1,300.00 /per year
Annual water feature maintenance (once per year) at Ken Genser Square	N/A	\$ 12,800.00 /per year	N/A	\$ 5,000.00 /per year
Other: (If applicable, please explain)		\$ -	Bids for packages 1/2, 3/4, 5 and 6 are contingent on each other (due to economies of scale and time).	\$ -
Notes				
Bid option 1A : * 4th Day (Saturday)				
BID OPTION 1A: Should the City decide to require weekly water feature maintenance (four times per week) at Tongva Park, please indicate the monthly price. *				
Weekly water feature maintenance (four times per week) at Tongva Park: Water Feature #1 – Ocean Avenue Feature and Runnels	\$ 1,550.00 /per month	\$ 18,600.00 /per year	\$ 805.00 /per month	\$ 9,660.00 /per year
Weekly water feature maintenance (four times per week) at Tongva Park: Water Feature #2 – Water Bay Feature	\$ 675.00 /per month	\$ 8,100.00 /per year	\$ 1,265.00 /per month	\$ 15,180.00 /per year
Weekly water feature maintenance (four times per week) at Tongva Park: Water Feature #3 – Play Deck Feature	\$ 340.00 /per month	\$ 4,080.00 /per year	\$ 230.00 /per month	\$ 2,760.00 /per year
BID OPTION 1B: Should the City decide to require weekly water feature maintenance (four times per week) at Ken Genser Square.	\$ 1,950.00 /per month	\$ 23,400.00 /per year	\$ 1,650.00 /per month	\$ 19,800.00 /per year
BID OPTION 2: Should the City decide to require preventative maintenance services and repair work to be performed (in addition to weekly water feature maintenance), please indicate the regular hourly rate as well as overtime rate.	Super - \$60 / hr	\$ 40.00 /labor rate per hour		\$ 95.00 /labor rate per hour
	Super - \$80 / hr	\$ 55.00 /labor overtime rate per hour		\$ 140.00 /labor overtime rate per hour
Repair parts & materials. Percentage discount off manufacture's price list	(Charge at cost + 15%)	15%		10%
Annual Total (Excluding Bid Options - 3x per week):	\$	72,360.00	\$	54,120.00
Annual Total (Including Bid Option 1A and 1B - 4x per week):	\$	84,180.00	\$	65,400.00
Preventative Maintenance Total (35 hours x labor rate):	\$	1,400.00	\$	3,325.00
Repair Parts & Materials Total:	\$	20,000.00	\$	20,000.00

Attachment B

Bid No. 4167

Bid Description: PROVIDE WATER FEATURE AND POND MAINTENANCE/REPAIR SERVICES AS REQUIRED BY PUBLIC LANDSCAPE DIVISION

Bid Closing Date: SEPTEMBER 2, 2014

(3) PUBLIC SAFETY FACILITY & (4) SANTA MONICA MAIN LIBRARY	ADVANCED AQUATIC TECHNOLOGY INC		CALIFORNIA WATERS	
	Orange, CA		Santa Ana, CA	
	Monthly Price	Extended Price	Monthly Price	Extended Price
Public Safety Facility & Santa Monica Main Library Description				
Weekly water feature maintenance (twice per week) at Public Safety Facility	\$ 825.00 /per month	\$ 9,900.00 /per year	\$ 400.00 /per month	\$ 4,800.00 /per year
Weekly water feature maintenance (twice per week) at Santa Monica Main Library	\$ 300.00 /per month	\$ 3,600.00 /per year	\$ 300.00 /per month	\$ 3,600.00 /per year
Annual water feature maintenance (once per year) at Public Safety Facility	N/A	\$ 4,850.00 /per year	N/A	\$ 1,250.00 /per year
Annual water feature maintenance (once per year) at Santa Monica Main Library	N/A	\$ 2,800.00 /per year	N/A	\$ 200.00 /per year
Other: (If applicable, please explain)		\$ -		\$ -
BID OPTION: Should the City decide to require preventative maintenance services and repair work to be performed more than twice per week, please indicate the regular hourly rate as well as overtime rate.	Super - \$60 / hr	\$ 40.00 /labor rate per hour		\$ 95.00 /labor rate per hour
	Super - \$80 / hr	\$ 55.00 /labor overtime rate per hour		\$ 140.00 /labor overtime rate per hour
Repair parts & materials. Percentage discount off manufacture's price list	(Charge at cost + 15%)	15%		10%
Annual Total:	\$ 21,150.00	\$ 21,150.00	\$ 9,850.00	\$ 9,850.00
Preventative Maintenance Total (25 hours x labor rate):	\$ 1,000.00	\$ 1,000.00	\$ 2,375.00	\$ 2,375.00
Repair Parts & Materials Total:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
(5) ANNENBERG COMMUNITY BEACH HOUSE	ADVANCED AQUATIC TECHNOLOGY INC		CALIFORNIA WATERS	
	Orange, CA		Santa Ana, CA	
	Monthly Price	Extended Price	Monthly Price	Extended Price
Annenberg Community Beach House Description				
Weekly water feature maintenance (twice per week) at Annenberg Community Beach House	\$ 610.00 /per month	\$ 7,320.00 /per year	\$ 300.00 /per month	\$ 3,600.00 /per year
Annual water feature maintenance (once per year) at Annenberg Community Beach House	N/A	\$ 4,800.00 /per year	N/A	\$ 750.00 /per year
Other: (If applicable, please explain)		\$ -		\$ -
BID OPTION: Should the City decide to require preventative maintenance services and repair work to be performed more than twice per week, please indicate the regular hourly rate as well as overtime rate.	Super - \$60 / hr	\$ 40.00 /labor rate per hour		\$ 95.00 /labor rate per hour
	Super - \$80 / hr	\$ 55.00 /labor overtime rate per hour		\$ 140.00 /labor overtime rate per hour
Repair parts & materials. Percentage discount off manufacture's price list	(Charge at cost + 15%)	%		10%
Annual Total:	\$ 12,120.00	\$ 12,120.00	\$ 4,350.00	\$ 4,350.00
Preventative Maintenance Total (25 hours x labor rate):	\$ 1,000.00	\$ 1,000.00	\$ 2,375.00	\$ 2,375.00
Repair Parts & Materials Total:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

Attachment A

Bid No. 4167

Bid Description: PROVIDE WATER FEATURE AND POND MAINTENANCE/REPAIR SERVICES AS REQUIRED BY PUBLIC LANDSCAPE DIVISION

Bid Closing Date: SEPTEMBER 2, 2014

(6) DOUGLAS POND	ADVANCED AQUATIC TECHNOLOGY INC		CALIFORNIA WATERS	
	Orange, CA		Santa Ana, CA	
Douglas Park Description	Monthly Price	Extended Price	Monthly Price	Extended Price
Weekly pond maintenance (twice per week)	\$ 1,675.00 /per month	\$ 20,100.00 /per year	\$ 1,500.00 /per month	\$ 18,000.00 /per year
Annual pond maintenance (once per year)	N/A	\$ 27,400.00 /per year	N/A	\$ 15,600.00 /per year
Other: (If applicable, please explain)		\$ -		\$
BID OPTION: Should the City decide to require weekly maintenance services and repair work to be performed more than twice per week, please indicate the amount for each additional visit.		\$150 (Mon-Fri) \$250 (Sat-Sun) /per each additional visit		\$ 200.00 /per each additional visit
Labor Rate Pump / pond repairs. Should the City decide to require preventative maintenance services and repair work to be performed (in addition to weekly pond maintenance), please indicate the regular hourly rate as well as overtime rate.	Super - \$60 / hr	\$ 40.00 /labor rate per hour		\$ 95.00 /labor rate per hour
	Super - \$80 / hr	\$ 55.00 /labor overtime rate per hour		\$ 140.00 /labor overtime rate per hour
Repair parts & materials. Percentage discount off manufacture's price list.	(Charge at cost + 15%)	15%		10%
Annual Total:	\$	47,500.00	\$	33,600.00
Preventative Maintenance Total (25 hours x labor rate):	\$	1,000.00	\$	2,375.00
Repair Parts & Materials Total:	\$	10,000.00	\$	10,000.00
Annual Grand Total (Excluding Bid Options)	\$	153,130.00	\$	101,920.00
Annual Grand Total (Including Bid Option 1A and 1B for Tongva Park and Ken Genser Square)	\$	164,950.00	\$	113,200.00
Preventative Maintenance Grand Total:	\$	4,400.00	\$	10,450.00
Repair Parts & Materials Grand Total:	\$	50,000.00	\$	50,000.00
Description	Response		Response	
Payment Terms	Net 30		1% Net 20 discount ; otherwise Net 30	
Renewal Option Period 2 (First Annual Renewal Option)	Same price, terms, and conditions offered		3.5% Increase	
Renewal Option Period 3 (Second Annual Renewal Option)	3% Increase		3.5% Increase	
Oaks Initiative Disclosure Form	Complete		Complete	
State of Arizona Disclosure Form	Complete; No presence		Complete; No presence	
Living Wage	Complete; Subject to		Complete; Subject to	
Attended Job walk	Yes		Yes	

ATTACHMENT B

California Waters, LLC

Contract No. 4048

Funds from:	Year 1 FY14-15 (base bid)	Year 2 FY15-16 (increase 3.5%)	Year 3 FY16-17 (increase 3.5%)	Council Requested Amount
014982.555010	\$ 108,850.00	\$ 112,659.75	\$ 116,602.84	\$338,113.00
11497.544010	\$ 4,350.00	\$ 4,502.25	\$ 4,659.83	\$ 13,513.00
Contract Total	\$ 113,200.00	\$ 230,362.00	\$ 351,624.67	\$351,626.00