



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 24-1140, **Version:** 1

Item #: C-6.

CC - CONSENT ITEM: (1) Approval of a Three-Year General Services Agreement with Ron's Maintenance, Inc. for the Transfer Station Urban Runoff Diversion System Cleaning Services, in an Amount Not-to-Exceed \$55,000 Annually; and (2) Authorization to the City Manager to Exercise Options to Extend the Agreement Two Additional One-Year Periods.

Meeting Date: June 24, 2024

Contact Person/Dept: Sean Singletary/Public Works Department

Phone Number: (310) 253-6457

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Attachments: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/19/2024)

Department Approval: Yanni Demitri, Public Works Director (06/03/2024)

RECOMMENDATION:

Staff recommends the City Council (1) approve a three-year general services agreement with Ron's Maintenance, Inc. for the Transfer Station Urban Runoff Diversion System Cleaning Services in an amount not-to-exceed \$55,000 annually; and (2) authorize the City Manager to exercise options to extend the agreement two additional one-year periods.

BACKGROUND:

The City owns and operates a refuse transfer station facility (Transfer Station) that operates six days a week between the hours of 4:00 am to 4:00 pm. The facility functions as a collection facility for municipal solid waste (MSW), recyclables, green waste, and construction debris collected locally from residential, commercial, and industrial properties within Culver City. All materials are transported from the facility to landfills, recovery facilities, and compost sites.

Due to the facility's function and daily operations, pollutants such as trash, oil & grease, bacteria, iron, copper, lead, and zinc may be found on site. In order to maintain compliance with the State's Industrial General Permit (IGP) and City's NPDES MS4 Permit, the City has constructed an Urban Runoff Diversion System that reduces and prevents runoff and pollutants from discharging into Ballona Creek and diverts all runoff to the sanitary sewer system for treatment at City of Los Angeles Hyperion Sewer Treatment Plant. The urban runoff diversion system consists of trench drains,

diversion sumps, sample boxes, and underground storage tanks. The system requires a preventative maintenance program to ensure the system is operating efficiently and properly. The cleaning and maintenance of the system minimizes the sediment build up and prevents sediments from entering the storm drain and the sanitary sewer system.

DISCUSSION:

On April 18, 2024, the Public Works Department released a Request for Proposals (RFP #2518) to provide the Transfer Station Urban Runoff Diversion System Cleaning Services. A total of three proposals were received by the May 16, 2024, submission deadline. The proposers are listed below in alphabetical order:

1. Downstream Services, Inc.
2. Ron's Maintenance, Inc.
3. United Storm Water Inc.

The proposals were evaluated based on the qualifications and experience of the firm and proposed team; questions/responses to the scope of services; references; and total program costs. Staff determined Ron's Maintenance, Inc. to be the best qualified.

Ron's Maintenance, Inc. is a full-service maintenance company with over 30 years of experience and has performed these services for the City of Culver City since 2018, as well as providing similar services for other agencies such as the County of Orange and the City of Santa Fe Springs.

Staff recommends that City Council approve a three-year general services agreement with Ron's Maintenance, Inc. with the option to extend the agreement for two additional one-year periods for the Transfer Station Urban Runoff Diversion Cleaning Services in an amount not-to-exceed \$55,000 annually.

FISCAL ANALYSIS:

The Adopted Budget for Fiscal Year 2024-2025 budget includes sufficient funding in Account #20260410.600100 (Public Works Transfer Station Administration - R&M Building) to fund the first year of the agreement. Funding for the additional years of the agreement will be included in future fiscal year budgets.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve a three-year general services agreement with Ron's Maintenance, Inc. for the Transfer Station Urban Runoff Diversion System Cleaning Services in an amount not-to-exceed \$55,000 annually;

2. Authorize the City Manager to exercise options to extend the agreement for two additional one-year periods;
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.