



City of Culver City

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Staff Report Details (With Text)

File #: 25-171 **Version:** 2 **Name:**

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File created: 8/7/2024 **In control:** City Council Meeting Agenda

On agenda: 8/26/2024 **Final action:**

Title: CC - CONSENT ITEM: (1) Waiver of Competitive Bidding Procedures Pursuant to Culver City Municipal Code Section 3.07.075.F.3; and (2) Approval of an Amendment to Existing Agreement with Jobel Rentino Extending the Term an Additional 12 Months through September 30, 2025, Increasing the Hourly Rate and Increasing the Contract Amount by an Additional \$100,000, to Support Staff in Formulating Procurement Documents, Assisting with Policy, Standard Operating Procedures, Reporting, Preparing Project Files for Auditing, and Other Related Work

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Meeting Date: August 26, 2024

Contact Person/Dept.: Gabe Garcia/Transportation Department

Phone Number: (310) 253-6523

Fiscal Impact: Yes No **General Fund:** Yes No

Attachments: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/21/2024)

Department Approval Name, Title Date: Diana Chang, Chief Transportation Officer (08/08/2024)

RECOMMENDATION

Staff recommends the City Council (1) waive competitive bidding procedures pursuant to Culver City Municipal Code (CCMC) Section 3.07.075.F.3; and (2) approve an amendment to the existing agreement with Jobel Rentino, extending the term an additional 12 months through September 30, 2025, increasing the hourly rate and increasing the contract amount by an additional \$100,000, to support staff in formulating procurement documents, assisting with policy, standard operating procedures, reporting, preparing project files for auditing, and other related work.

BACKGROUND

The Transportation Department is funded primarily by federal monies based on formulaic appropriations and grants, as well as tax revenue from County of Los Angeles measures and propositions, and competitive grants. Because of these funding sources, it is imperative that compliance be maintained with legislative, regulatory, federal, county, and local requirements.

To ensure continued qualification for these funding sources, Jobel Rentino was retained for purchasing professional services to support staff in formulating procurement documents, assisting with policy, standard operating procedures, reporting, and preparing project files for auditing. The City's professional services agreement with Jobel Rentino went into effect September 2019 and has remained in effect for five consecutive years, concluding in September 2024.. Given staff turnover in the previous fiscal year and Transportation's need to complete other time sensitive work and meet mission-critical deadlines, the Department did not have sufficient resources to prepare and release a request for proposals (RFP) for purchasing professional services in anticipation of the end of the agreement term.

Pursuant to CCMC Section 3.07.045, in the event the same vendor has been utilized for a period of five consecutive years, competitive bidding procedures shall apply. CCMC Section 3.07.075.F.3, provides the City Council may waive, by a majority vote, bidding requirements if it is deemed to be in the City's best interest and authorize a negotiated contract.

To provide the Transportation Department with the needed support, staff recommends the City Council waive the competitive bidding procedures in this case and authorize an amendment to this professional services agreement to extend the term for 12 months through September 30, 2025, increase the hourly rate from \$95 to \$115 per hour, and increase the agreement amount by an additional \$100,000.. The existing hourly rate of \$95 per hour was negotiated in early 2019. Given the post-pandemic rise in the costs of doing business coupled with inflation, the hourly rate for the period of extension is proposed to be \$115 per hour. During this extension period, staff will prepare an RFP for these services, and will return to the City Council with a recommendation to award an agreement.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2024-2025 includes sufficient funding for the proposed \$100,000 amendment to the existing agreement with Jobel Rentino in Account No. 20370100.619800 (Transportation Administration - Other Contractual Services) which can be found in the Transportation section of the budget book in Transportation Administration Operating and Maintenance expenditures. .

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Waive competitive bidding procedures pursuant to Culver City Municipal Code Section 3.07.075.F.3;
2. Approve an amendment to the existing agreement with Jobel Rentino extending the term an additional 12 months through September 30, 2025, increasing the hourly rate and increasing the contract amount by an additional \$100,000, to support staff in formulating procurement documents, assisting with policy, standard operating procedures, reporting, preparing project files for auditing, and other related work;
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.