



# City of Carson Report to Mayor and City Council

June 7, 2011  
New Business Consent

**SUBJECT: CONSIDERATION TO APPROVE A MAINTENANCE CONTRACT FOR ANNUAL  
BUS STOP MAINTENANCE FOR THE CARSON CIRCUIT BUS SYSTEM**

Submitted by M. Victor Rollinger  
Development Services General Manager

Approved by Clifford W. Graves  
Interim City Manager

## **I. SUMMARY**

It is requested that City Council approve a \$61,200.00 bus stop maintenance contract with Goodwill Industries – Long Beach and South Bay for a period from July 1, 2011 through June 30, 2012, to perform routine clean up and maintenance, four days a week, for the Carson Circuit Bus Program's 165 bus stops without shelters and 33 bus stops with shelters.

## **II. RECOMMENDATION**

TAKE the following actions:

1. WAIVE the proposal process as defined by the Carson Municipal Code 2610 (a). (Exhibit No. 1).
2. APPROVE a purchase contract for bus stop maintenance in the amount of \$61,200.00 to Goodwill Industries – Long Beach and South Bay for the annual maintenance of the Carson Circuit bus stops with the option to extend the contract for one year based on service provided and staff negotiating the cost for the second year.

## **III. ALTERNATIVES**

1. DENY the request to approve an annual maintenance contract with Goodwill Industries to provide bus stop maintenance services for the Carson Circuit program.
2. TAKE any other action that the City Council deems necessary and appropriate at this time.

## **IV. BACKGROUND**

Since September 2006, Goodwill Industries has been providing bus stop maintenance services two days a week for the Carson Circuit bus system and has assiduously maintained the bus stops on a regular basis. In June 2007, City Council approved a Goodwill contract that increased their level of service to four days a week. The services provided have been exemplary.

Goodwill Industries is one of the largest nonprofit providers of education, training, and career services for people with disadvantages. Their mission statement says “Goodwill is a resource, providing skill development and work opportunity to help people feel whole through the power of work.”

Goodwill allows individuals with socio-economic challenges to excel in different facets of their lives. Project MOVE (More Opportunities for Vocational Employment) affords individuals the opportunity to enroll in training programs that assist them in job development, career advancement and building up their resume. Goodwill also promotes teamwork for “at-risk” youth through temporary employment assignments.

This request would not go through the normal RFP process as these services are provided by minimum wage and rehabilitation employees.

Due to the excellent work performance exhibited by Goodwill Industries during the last fiscal year, staff seeks City Council approval to renew the bus stop maintenance contract for the next fiscal year. Additionally, staff requests that the City Council waive the normal Request for Proposal (RFP) process as defined by the Carson Municipal Code 2610 (a) and authorize renewal of the contract with Goodwill Industries for Bus Stop Maintenance for the period beginning July 1, 2011 through June 30, 2012.

**V. FISCAL IMPACT**

The cost to perform bus stop maintenance services by Goodwill Industries is \$61,200.00. Funds will be included in the Proposition A, Bus Stop Maintenance Account No. 18-80-999-181-6005.

**VI. EXHIBITS**

1. Carson Municipal Code Section 2610 (a) (pg. 4).

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Prepared by: Isabella Meni, Acting Transportation Supervisor

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Reviewed by:

|                               |                      |
|-------------------------------|----------------------|
| City Clerk                    | City Treasurer       |
| Administrative Services       | Development Services |
| Economic Development Services | Public Services      |

**Action taken by City Council**

Date\_\_\_\_\_ Action\_\_\_\_\_

**Carson Municipal Code – Sections 2600 – 2610**

**Purchasing System**

**§ 2610 Services.**

Procurement of services of an estimated value in the amount of \$25,000 or less may, with the written approval of the City Manager, be made by the Purchasing Manager. Procurement of services of more than \$25,000 shall be approved by the City Council.

(a) Minimum Number of Proposals. Procurement of services of an estimated value of less than \$10,000 shall require at least one (1) written proposal; procurement of services of an estimated value of \$10,000 or more but less than \$25,000 shall require at least two (2) written proposals; and procurement of services of an estimated value of \$25,000 or more shall require at least three (3) written proposals.

(b) Retention of Proposals. Proposals shall be submitted to the Purchasing Manager who shall keep a record of all proposals for a period of two (2) years after submission of proposals. This record, while so kept, shall be open to public inspection, except that proposer proprietary data shall not be open to public inspection except as otherwise required by law. (Ord. 98-1134, § 1; Ord. 00-1216, §§ 8, 9. Formerly 2611)