



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 19, 2021

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ROBERT YALDA P.E., T.E, PUBLIC WORKS DIRECTOR/CITY ENGINEER
HALI AZIZ, E.I.T., ASSISTANT TRANSPORTATION PLANNER

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH IDEAL GENERAL SERVICES FOR THE CITY'S DIAL-A-RIDE SERVICES FOR THREE YEARS WITH A TOTAL CONTRACT COST OF \$743,904.00 FOR THREE YEARS EXPIRING ON JUNE 30, 2024 WITH AN OPTION OF THREE ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED \$268,632.00 PER YEAR

MEETING DATE: JUNE 23, 2021

SUMMARY RECOMMENDATION:

Staff recommends that City Council approve a professional service agreement with Ideal General Services for the City's Dial-A-Ride services for three years with a total contract cost of \$743,904.00 for three years expiring on June 30, 2024 with an option of three one-year extensions in an amount not to exceed \$268,632.00 per year.

DISCUSSION:

Ideal General Services, Inc. submitted a response to the City's Request for Proposal for Dial A Ride in 2016, which was the lowest responsible proposal. Ideal General Services was awarded the contract and has operated the City's Dial-A-Ride since.

The City selected Ideal General Services, Inc. with the goal to provide an uninterrupted quality service to senior and disabled residents. The Contractor has met and exceeded expectations in service since the award of the contract. The City continues to receive compliments and letters of appreciation for the quality services Ideal provides. The Contractor surprisingly went beyond all expectations, when they modified and adjusted their vehicle cleaning protocol to assure the safety of Calabasas disabled/senior patrons and operators during the pandemic. Ideal implemented the CDC guidelines on sanitizing vehicles and high touch surfaces in their vehicles and continues to utilize the modified protocol to date.

The City recognizes that Ideal has dedicated 100% of its staff and resources to their Calabasas contract and continues serving Calabasas disabled/senior patrons with respect as well as on-time transportation services to medical appointments and other trips for leisure.

Depending on the approval of the City Council, the Contractor has agreed to continue operations of the Calabasas Dial-A-Ride service for an additional three years with the same quality adhering to the fee schedule currently in place. The Contractor has also agreed that the City retains the right to extend the contract three times, each for the duration of one year, after the contract expiration date of June 30, 2024. Each extension will be based on the City’s evaluation of Contractor’s service. The determination to extend the contract will be within the sole discretion and judgement of the City. The evaluation will consider the Contractor’s performance under the contract, which may include but is not limited to, its adherence to the City’s reasonable requests, instructions and the quality of services provided by the Contractor.

The annual cost is calculated using service levels effective as of July 1, 2021. While the \$268,632.00 is the not to exceed annual cost, the chart below sets forth the actual annual cost starting at \$242,802.00 in year 1 gradually increasing to the maximum cost of \$268,632.00 in year 6.

	Three Year Contract Expiring on June 30, 2024			Plus 1 year	Plus 1 year	Plus 1 year
Annual Hours	Year 1: \$47/hour	Year 2: \$48/hour	Year 3: \$49/hour	Year 4: \$50/hour	Year 5: \$51/hour	Year 6: \$52/hour
5,166	\$242,802	\$247,968	\$253,134	\$258,300	\$263,466	\$268,632
Total	\$743,904			\$258,300	\$263,466	\$268,632

FISCAL IMPACT/SOURCE OF FUNDING

Similar to other Public Transportation services, the Dial-A-Ride service is funded utilizing Proposition A and C funding. The City will continue to utilize these funds to operate and maintain the service.

REQUESTED ACTION:

City Council approve a professional service agreement with Ideal General Services for the City's Dial-A-Ride services for three years with a total contract cost of \$743,904.00 for three years expiring on June 30, 2024 with an option of three one-year extensions in an amount not to exceed \$268,632.00 per year.

ATTACHMENTS:

Attachment A: Professional Service Agreement