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Title: CONSIDER A REJECTION OF PROPOSALS FOR REQUEST FOR PROPOSALS (“RFP”): 24-004 OCCUPATIONAL THERAPY SERVICES, 24-005 IT EQUIPMENT AND LIFECYCLE MANAGEMENT, 24-006 ATHLETIC FIELDS LASER LEVELING RE-BID, AND 23-031 THIRD PARTY ADMINISTRATOR FOR EMPLOYEE BENEFITS (CITY COUNCIL)

Sponsors:

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Attachments: 1. RFP 24-004 BID REGISTER, 2. RFP 24-005 BID REGISTER, 3. RFP 24-006 - BID REGISTER, 4. RFP 23-031 - BID REGISTER

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, June 18, 2024

Consent

SUBJECT:

CONSIDER A REJECTION OF PROPOSALS FOR REQUEST FOR PROPOSALS (“RFP”): 24-004 OCCUPATIONAL THERAPY SERVICES, 24-005 IT EQUIPMENT AND LIFECYCLE MANAGEMENT, 24-006 ATHLETIC FIELDS LASER LEVELING RE-BID, AND 23-031 THIRD PARTY ADMINISTRATOR FOR EMPLOYEE BENEFITS (CITY COUNCIL)

I. SUMMARY

The City’s Municipal Code (“CMC”) enables the awarding authority to reject any and all bids or proposals received as a result of the City’s Formal Bidding or Competitive Proposals Procedures. The City’s bid and proposal evaluation process is a crucial and often complex process that involves City Staff analyzing bids or proposals to determine the most advantageous award option for the City.

Staff issued a Request for Proposals (“RFP”) #24-004 on March 28, 2024. During the evaluation process, it was determined that the sole proposal received exceeded the intended project budget and would not be in the best interest of the City. Staff are requesting for City Council to formally reject the proposal received and authorize staff to

proceed identifying alternative solutions in compliance with the Purchasing Ordinance.

Staff issued a Request for Proposals (“RFP”) #24-005 on April 04, 2024. During the evaluation process, it was determined that proposals received were not responsive to the City’s specifications. Staff are requesting for City Council to formally reject all proposals received and authorize staff to proceed identifying alternative solutions in compliance with the Purchasing Ordinance.

Staff issued a Request for Proposals (“RFP”) #24-006 on April 25, 2024. During the evaluation process, it was determined that the sole proposal received did not meet the requirements of the City’s needs. Staff are requesting for City Council to formally reject the proposal received and authorize staff to proceed in identifying alternative solutions in compliance with the Purchasing Ordinance. Staff may resolicit the project in the future, should the need be determined.

Staff issued a Request for Proposals (“RFP”) #23-031 on September 14, 2023. After the evaluation process, Staff were unable to proceed with the sole proposal received due to the project being paused. Staff are requesting for City Council to formally reject the proposal received and authorize staff to proceed identifying alternative solutions in compliance with the Purchasing Ordinance. Staff may resolicit the project in the future, should the need be determined.

II. RECOMMENDATION

REJECT all proposals received in response to RFPs: 24-004, 24-005, 24-006 and 23-031.

III. ALTERNATIVES

TAKE another action as deemed appropriate by the City Council, consistent with the requirements of the law.

IV. BACKGROUND

On March 28, 2024, the City of Carson (“City”) issued RFP 24-004 to provide occupational therapy services for stroke survivors within the Joseph B. Jr. and Mary Anne O’Neal Stroke Center for ongoing comprehensive and progressive evaluations, programming, and treatment at a minimum of twice a week. The RFP remained open through April 18, 2024 at 03:00 PM and the City recorded a total of one (1) proposal. Throughout the evaluation process, it was determined costs exceeded the anticipated budget, and an award could not be determined. Staff are requesting for City Council to formally reject the sole proposal received for RFP 24-004. Staff will pursue alternative options in compliance with the City’s Purchasing Ordinance, and may resolicit the scope in the future, should the need be determined.

On April 04, 2024, the City of Carson (“City”) issued RFP 24-005 to provide computer

equipment hardware, computer accessories, inventory services, imaging and setup services, and staging of equipment to-and-from City locations to users' workstations. The RFP remained open through April 25, 2024 at 04:00 PM and the City recorded a total of two (2) proposals. Throughout the evaluation process it was determined that neither vendor bid the required Dell equipment, and equipment not required was included in one bid; therefore, and an award could not be determined. Staff are requesting for City Council to formally reject both proposals received for RFP 24-005. Staff will pursue alternative options in compliance with the City's Purchasing Ordinance.

On April 04, 2024, the City of Carson ("City") issued RFP 24-006 for to provide laser leveling services for the athletic fields throughout the City parks, as well as contingency tasks and supplies as needed and determined by the City's Contract Officer. The RFP remained open through April 25, 2024 at 10:00 AM and the City recorded a total of one (1) proposal. Throughout the evaluation process it was determined that the sole proposal received as a result of this RFP did not demonstrate responsibility of the proposer and thus, Staff was unable to make the award. Staff are requesting for City Council to formally reject the sole proposal received for RFP 24-006. Staff will pursue alternative options in compliance with the City's Purchasing Ordinance, and may resolicit the scope in the future, should the need be determined.

On September 22, 2023, the City of Carson ("City") issued RFP 23-031 to provide employee benefits broker and consulting services for three (3) employee benefit programs: Flexible Spending Account (FSA), Family Medical Leave Act (FMLA), and Consolidated Omnibus Budget Reconciliation Act (COBRA). The RFP remained open through October 04, 2023 at 10:00 AM and the City recorded a total of one (1) proposal. After the evaluation process, the project was paused, and an award could not be determined. Staff are requesting for City Council to formally reject the sole proposal for RFP 23-031. Staff will pursue alternative options, and may resolicit the scope in the future, should the need be determined.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. RFP 24-004 BID REGISTER (pg. 4)
2. RFP 24-005 BID REGISTER (pg. 5)
3. RFP 24-006 BID REGISTER (pg. 6)
4. RFP 23-031 BID REGISTER (pg. 7)

Prepared by: William Jefferson, Director of Finance, Josilla Togiola, Purchasing Manager, and Shelly McGhee, Senior Buyer