Legislation Details (With Text)

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Title:	CONSIDER AWARDING A CONTRACT TO ADMINISTRATIVE SERVICES COOPERATIVE, INC. TO PROVIDE DIAL-A-RIDE SERVICES (CITY COUNCIL)				
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Attachments:	1. Exhibit No. 1 - RFP 20-002 Notice of Invitation (page 3), 2. Exhibit No. 2 - RFP 20-002 Notice of Intent to Award (page 4), 3. Exhibit No. 3 - Draft Administrative Service Cooperative Agreement (pages 5-36)				

Date	Ver.	Action By	Action	Result

Report to Mayor and City Council

Tuesday, April 21, 2020

Consent

SUBJECT:

CONSIDER AWARDING A CONTRACT TO ADMINISTRATIVE SERVICES COOPERATIVE, INC. TO PROVIDE DIAL-A-RIDE SERVICES (CITY COUNCIL)

I. SUMMARY

On February 27, 2020, a Request for Proposals (RFP) notice was published to solicit qualified vendors to provide Dial-A-Ride Services to the City of Carson. Ultimately, only one vendor submitted a proposal. Based on the completeness of the firm's response to the RFP and the costs of providing this service, Administrative Services Cooperative, Inc. (ASC) was selected as the recommended vendor. Staff is now seeking City Council approval to award a contract to ASC at a not-to-exceed contract sum of $500,000 per year for the period July 1, 2020 through June 30, 2023. The City has the option of extending the agreement for two (2) one-year terms based on performance.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD a contract to Administrative Services Cooperative, Inc. to provide Dial-A-Ride services at a total not-to-exceed contract sum of $500,000 per year for the period July

1, 2020 through June 30, 2023, with the option of two (2) one-year extensions based on performance.

2. AUTHORIZE the Mayor to execute the contract, following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT AWARD the contract.

2. TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The City's Dial-A-Ride (DAR) program provides safe and reliable transportation to Carson residents who are 60 years of age or older, or residents with disabilities who are 18 years of age or older. Taxicab services are available 24 hours per day, seven days a week, including holidays. Participants must first sign up at the Transportation Services office prior to taking their first trip. Once registered, participants can take trips within City limits for any purpose, including medical and social services, groceries, and much more. Participants may also use the services to travel to medical and social facilities at designated locations in Gardena, Harbor City, Lomita, Long Beach, San Pedro, and Torrance.

In an effort to secure a continuation of services by June 30, 2020, a RFP notice was published on February 27, 2020 to solicit qualified vendors (Exhibit 1). Out of eight potential firms, ASC was the sole firm to submit its proposal on March 25, 2020. Based on the completeness of its response to the RFP and the costs to provide this service, ASC was selected as the recommended firm (Exhibit 2). The total not-to-exceed contract sum is $500,000 per year for a 36-month term from July 1, 2020 through June 30, 2023. At the City's discretion, the agreement can be extended for two (2) additional one-year terms based on performance (Exhibit 3).

V. FISCAL IMPACT

Should the City Council approve the recommendation, funds in the amount of $500,000 for the first 12 months will be included in the Fiscal Year (FY) 2020-2021 account 218-90-940-179-6004. Funds for the remainder of the contract term will be included in the proceeding FY 2021-2022 and FY 2022-2023 budgets.

VI. EXHIBITS

1. RFP 20-002 Notice of Invitation (page 3).

2. RFP 20-002 Notice of Intent to Award (page 4).

3. Draft Administrative Service Cooperative Agreement (pages 5-36).

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