



## **CITY OF MENIFEE**

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SUBJECT: Agreement with Pacific Mobile Structures, Inc. for Park and Facility Multi-Use Trailer Project

MEETING DATE: November 1, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Rebekah Kramer, Acting City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Cooperative Agreement with Pacific Mobile Structures, Inc. for the purchase of two locker room and restroom trailers in the amount of \$213,105; and
2. Exempt the purchase from the competitive bidding process as purchase will be made using a cooperative purchasing agreement under The Interlocal Purchasing System (TIPS) Contract No. 21020202.

### **DISCUSSION**

The Community Services Department, Parks and Facilities Division is made up of 16 full-time and 5 part-time staff members, as listed below.

- Parks and Landscape Maintenance Manager (1)
- Parks/Landscape Field Supervisor (1)
- Facilities Field Supervisor (1)
- Senior Park/Landscape Maintenance Worker (2)
- Senior Facilities Maintenance Worker (1)
- Facilities Maintenance Worker (1)
- Park/Landscape Maintenance Worker (7)
- Park Ranger (2)
- Part Time Maintenance Attendant (5)

The team currently maintains 10 facilities, 22 parks, and approximately 2,624,725 square feet of right-of-way landscaping. Due to the growth in the department and the type of services that the parks and facilities team provides, staff are in dire need of a locker room facility. The team has expanded tremendously and has outgrown the small locker area available within the Community Services administrative building. Additionally, the number of facilities, parks, and City right-of-ways are expected to increase within the next couple of years.

The Capital Improvement Program (CIP) No. 22-11 Parks and Facility Multi-Use Trailers Project ("Project") was approved in Fiscal Year 2021/22 for the purchase of a prefabricated building as an expansion to Fire Station 7. The expansion was to include locker rooms and restrooms for the Park, Facilities, and Ranger staff. After assessing the needs of the department and the high cost of a pre-manufactured building, CSD determined that the most cost-effective option would be to purchase two modified locker room trailers. Having access to the locker rooms would provide staff with a place to change before and after their shift as well as store their personal items and working tools. The purchase would include a male locker room with restrooms and a female locker room with restrooms.

While researching the cost of the trailers, staff compared the option of purchasing versus leasing, as detailed in Table 1 below. It is anticipated that the trailers would be used for a minimum of five years pending the development of a new public works facility. The cost of leasing the buildings for five years would total \$298,733 versus the cost of purchasing which totals \$213,105.

**Table 1 – Purchasing and Leasing Comparison (5 Year Sample)**

	Cost of Purchasing	Cost of Leasing
Site Preparation	\$26,069	\$26,069
10'x30' Women's and Men's Trailer	\$187,036	\$247,299*
Installation Cost	\$0 (Included)	\$18,695
Trailer Removal at the end of Lease Term	-	\$6,670
<b>Total Cost for 5 Years</b>	<b>\$213,105</b>	<b>\$298,733</b>

*\*Monthly Lease Amount - \$4,121.64*

The total cost for the purchase of both trailers and the site preparation would not exceed \$213,105. Choosing to purchase the buildings would save the City a minimum of \$85,628 with the possibility of selling or repurposing the trailers once staff has been move to a permanent building in the future. The purchase of these trailers is currently approved as part of the FY 2023/2024 Capital Improvement Budget under CIP No. 22-11 Parks and Facility Multi-Use Trailers. Staff is concurrently working on the second phase of the project to install utility connections needed for the trailers and will present a contract for City Council consideration during a future meeting after the appropriate competitive bidding process.

Staff seek to procure the locker room and restroom trailers under the City's TIPS Cooperative Purchasing Agreement, Contract No. 21020202. Procurement through cooperative agreements drastically shortens procurement time and delivery of the product while ensuring the City receives competitive pricing from trusted vendors. Menifee Municipal Code Section 3.12.070 (6) identifies standards for purchasing under cooperative agreements which eliminates the need for a formal Request for Proposal (RFP) process.

## **STRATEGIC PLAN OBJECTIVE**

Regular City Business

## **FISCAL IMPACT**

Funding in the total amount of \$213,105 is available in the existing project funding as shown in Table 2 below.

**Table 2 – Existing Project Funding**

Project	Account Number	Available Budget	Amount Requested
<b>CIP No. 22-11 Park &amp; Facility Multi-Use Trailers</b>	100-4555-58128	\$500,000	\$213,105
<b>Total</b>		<b>\$500,000</b>	<b>\$213,105</b>

No additional budget appropriation would be required for this action. The balance of funding will be utilized for the second phase of the project to design and install the utility connections for the trailers as mentioned above.

## **ATTACHMENTS**

1. Pacific Mobile Structures, Inc. Agreement
2. Location Map and Building Details