

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, ACTING CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
LISA WARD GRANT, PARKS SUPERINTENDENT, RECREATION
AND PARKS DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT

SUBJECT: GENERAL SERVICES/CONCESSION AGREEMENT WITH THE
PONY EXPRESS EQUINE ASSISTED SKILLS FOR YOUTH

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Recreation & Parks Departments that the City Council, by resolution, approve a three-year General Services/Concession Agreement, No. F001671, with two (2) one-year renewal options to The Pony Express Equine Assisted Skills for Youth (Pony Express), Santa Rosa, CA, in the amount of \$225,000.

EXECUTIVE SUMMARY

On January 31, 2018, Request for Quotes (RFQ) 18-22 for pony ride concession services was opened by Purchasing. A temporary concession agreement was approved by Council on February 27, 2018, and is due to expire May 30, 2018.

BACKGROUND

The Recreation & Parks Department submitted a request to issue a new contract for the pony ride concession at Howarth Park. The pony ride concession, located in the Howarth Park pony corral, is open on weekends during the year from February through October, and Monday through Thursday during the summer. The pony ride concession has been an integral part of the attractions at Howarth Park for over 30 years. Thousands of children each year visit the park with their families and friends to ride the ponies, have birthday parties, and/or participate in special classes.

On June 6, 2017, Council approved Resolution No. RES-2017-090, updating and establishing park user fees at various Recreation Facilities.

PRIOR CITY COUNCIL REVIEW

There has been no prior City Council review on this item.

ANALYSIS

On January 23, 2018, Purchasing released bid solicitation RFQ 18-22 with a closing date of January 31, 2018. The City's sole response came from Pony Express, Santa Rosa, CA.

Pony Express has been the only respondent in past years of competitively bidding this service. The percentage of ticket sales paid to the vendor are the same as the previous contract. Pony Express continues to provide satisfactory services.

As a result, the bid submitted by Pony Express is considered the only responsive and responsible bid for a not to exceed amount of \$225,000. As in prior agreements with this contractor, and in order to expedite the approval of this agreement, there is only one corporate signature on this agreement.

FISCAL IMPACT

Funds for this service are included in the current fiscal year budget. As a regular operating expenditure, the services as described are expected to be included in subsequent budget proposals presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A (GSA/Concession Agreement)

CONTACT

Alan Alton, Finance Department, Acting Chief Financial Officer, aalton@srcity.org

(707) 543-3093

Brandalyn Tramel, Finance Department, Purchasing Agent, btramel@srcity.org

(707-543-3706

Jennifer Myles, Finance Department, Senior Buyer, jmyles@srcity.org

(707) 543-3709