DATE: June 28, 2016

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

FROM: Greg Nyhoff, City Manager

SUBJECT: Agreements for City Council Review

CONTACT: Greg Nyhoff, City Manager
Greg.Nyhoff@oxnard.org, 385-7430

RECOMMENDATION:

That City Council, pursuant to Ordinance 2835, and Resolution No. 13,932, approve and authorize the City Manager to execute the agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000, which are described on the attached list.

BACKGROUND

On November 16, 2010, the City Council approved changes to the City’s Purchasing Procedures reducing the threshold for City agreements/contracts and change orders/amendments requiring City Council approval to $25,000. The agreements/contract and change orders/amendments described on the attached list involve amounts above $25,000 and up to $250,000.

FINANCIAL IMPACT

Funding information is included on the attached list.

NOTE: Copies of the agreement/contracts and change orders/amendments on the list are available in the City Clerk’s Office prior to the Council meeting.
ATTACHMENTS:

Attachment A - City Manager Contract List
A Consulting Services Agreement for Ongoing Liability Claims Management.

Vendor: York Insurance Services Group
Type: Original Agreement
Agreement No.: 7494-16-FN
Amendment No.: N/A
Purchase Order No.: 
Begin Date: 07/01/2016
End Date: 06/30/2017
Term: 1 year

Amount to be Approved: $195,000
Current FY Amount: $195,000
Total Contract Amount: $195,000
Funding Source: Public Liability Fund
Vendor Selection Process: Request for Proposals (RFP)
# of Bids/Proposals/Quotes: 5
Project Manager: Dave Millican
Department: Finance Department
Telephone: 385-7472
Email: rena.bassett@oxnard.org

Purpose: Staff is requesting authorization to enter into an agreement with York Insurance Services Group, Inc., to provide ongoing liability claims management including investigative, adjustment, administrative and legal support services.

In April 2016, a Request for Proposal (RFP) was issued and advertised on the City's website and VIDA newspaper. The City received a total of five (5) proposals and based on the criteria identified in the RFP, York Insurance Services Group, Inc., was selected as most qualified to perform the work. The terms of the agreement is from July 1, 2016 to June 30, 2017.

B Trees Reduction and Thinning of Crown in Five Parks

Vendor: West Coast Arborists, Inc.
Type: Original Agreement
Agreement No.: 7517-16-CM
Amendment No.: N/A
Purchase Order No.: 5670
Begin Date: 11/23/2015
End Date: 06/30/2019
Term: 3 years, 7 months

Amount to be Approved: $246,255
Current FY Amount: $246,255
Total Contract Amount: $246,255
Funding Source: General Fund
Vendor Selection Process: Negotiated Contract
# of Bids/Proposals/Quotes: N/A
Project Manager: Dan Rydberg
Department: Public Works - Maintenance Services
Telephone: 207-2423
Email: leo.ovalle@oxnard.org

Purpose: On November 23, 2015, West Coast Arborists, Inc., was hired pursuant to the City's Purchasing Policies to provide tree maintenance for the City. Subsequently, the scope of service increased and staff is requesting authorization to enter into an agreement with West Coast Arborists, Inc. in a not-to-exceed amount of $246,255. This contract is for over a three year period. The City of Glendale has gone through the process of finding the lowest responsible bidder and the City of Oxnard is piggy-backing on the City of Glendale agreement with West Coast Arborists, Inc.
### City Manager Contract List for 06/28/2016

**Contracts from $25,000 to $250,000**

#### C Purchase engineered wood fiber for various parks playgrounds

<table>
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<tr>
<th>Vendor:</th>
<th>Artesia Sawdust Products, Inc.</th>
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<tr>
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<td>Email:</td>
<td><a href="mailto:gene.gonzales@oxnard.org">gene.gonzales@oxnard.org</a></td>
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**Purpose:**

Staff is requesting authorization to purchase engineered wood fiber materials for various City park playgrounds needing resurfacing. Maintenance Services/Parks has to replenish the fiber every two years because the fiber tends to break down and becomes a safety hazard. This engineered wood fiber meets impact absorption standard and provides for wheelchair access. Pursuant to City's Purchasing Policies, three solicited bids were obtained. Artesia Sawdust was selected as the lowest responsible bidder.