



Board Agenda Item 80

DATE: June 18, 2024

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Agreement with Shaver Lake Civic League for Structural Fire Protection and Recreational Facility Services for County Service Area 31 - Shaver Lake

RECOMMENDED ACTION(S):

- 1. Under Administrative Policy No. 34 for competitive bids or requests for proposals (AP 34) determine that an exception to the competitive bidding requirement under AP 34 is satisfied and a suspension of competition is warranted due to unusual or extraordinary circumstances as the Shaver Lake Civic League has specialized knowledge and experience providing structural fire protection and recreational facility services to County Service Area 31 and that the best interests of the County would be served by entering into an agreement with the Shaver Lake Civic League; and**
- 2. Approve and authorize Chairman to execute an Agreement with the Shaver Lake Civic League for cost reimbursement of expenses for the provision of structural fire protection and recreational facility services to County Service Area 31 effective July 1, 2024, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total cost not to exceed \$1,737,205 across the five-year period.**

Approval of the recommended actions will allow the Shaver Lake Civic League (Civic League) to operate and maintain all vehicles, equipment, and facilities connected with providing structural fire protection and recreational facility services to County Service Area 31 (CSA 31), Shaver Lake. A sole source agreement is requested because the Civic League has specialized knowledge and experience providing structural fire protection and recreational facility services to CSA 31, given that the Civic League has owned and operated all equipment and facilities associated with such services for over 45 years. This item pertains to a location in District 5.

ALTERNATIVE ACTION(S):

There is no viable alternative action. If the recommended actions are not approved, CSA 31 would not be able to provide structural fire protection and recreational facility services to the community, as the Civic League is the sole source of these services in that area.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

It is requested that the County find under AP No. 34 that an exception to the competitive bidding requirement is satisfied, and a suspension of competition is warranted due to unusual or extraordinary circumstances, as the Civic League has specialized knowledge of the area and over 45 years of experience providing structural fire protection and recreational facility services for CSA 31. The Civic League has diverse assets

and abilities which are crucial to the well-being of CSA 31; these assets and abilities include property, equipment, personnel, training, and financial management. CSA 31 receives a unique benefit from the services provided by the Civic League because all of the services are provided at cost solely by the volunteers of the Civic League. The Citizens Advisory Committee representing CSA 31 has voiced their support of having the Civic League continue to provide these services at a known cost benefit. The Internal Services Department - Purchasing concurs with Department's assessment that this satisfies the exception to the competitive bidding process required by AP 34.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. The proposed contract amount of \$1,737,205 is the sum of the reimbursement amounts over the life of the contract. Services to be provided, under the terms of the proposed agreement, are funded by annual assessments levied on benefitted properties and interest earned on cash reserves. Sufficient appropriations and estimated revenues are included in the CSA 31 FY 2024-25 Recommended Budget.

DISCUSSION:

CSA 31 was formed in 1978 and contracted with the Civic League to provide fire protection and recreational facility services to the Shaver Lake Community. Since 1978, the Civic League has provided these services at cost.

The proposed agreement with the Civic League will provide uninterrupted operation of the necessary resources, i.e., its volunteers, vehicles, tools and other facilities to deliver structural fire protection and recreational facility services to CSA 31's property owners beginning in FY 2024-25 through FY 2028-29.

The Civic League will be reimbursed for the actual cost of providing services upon submittal of itemized invoices to the County starting with a maximum base cost reimbursement amount of \$351,500 for FY 2024-25, \$321,500 for FY 2025-26, and \$337,575 for FY 2026-27, for a total maximum compensation of \$1,010,575 for the base, three-year term. If the proposed Agreement is extended for one additional one-year extension, the maximum reimbursement for FY 2027-28 would be \$354,454 and the maximum compensation across all four years would be \$1,365,029. If the proposed Agreement is extended for the second additional one-year extension, the maximum reimbursement for FY 2028-29 would be \$372,172, and the maximum compensation across all five years would be \$1,737,205. Department staff coordinates annually with the Civic League to assess the needs of CSA 31 and maintain an appropriate reserve level.

REFERENCE MATERIAL:

BAI #61, June 22, 2021

ATTACHMENTS INCLUDED AND/OR ON FILE:

PD-047 Sole Source Acquisition Request
On file with Clerk - Agreement with Shaver Lake Civic League

CAO ANALYST:

Salvador Espino