



# Board Agenda Item 61

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DATE: June 22, 2021

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. Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administration Policy 34 for 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.**
- 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, 2021, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$1,426,876.**

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 43 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:

The Department's request to waive the competitive bidding process is consistent with Administrative Policy No. 34 as the Civic League has specialized knowledge of the area and over 43 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 Division concurs with the request of the Department to waive the competitive bidding process.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. The proposed contract amount of \$1,426,876 is the sum of the maximum reimbursement amounts (base plus 10%) 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, Shaver Lake Community Center rental fees, and interest earned on cash reserves. Sufficient appropriations and estimated revenues are included in the CSA 31 FY 2021-22 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 2021-22 through FY 2025-26.

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 \$249,221 for FY 2021-22 and increasing one percent for FY 2022-23, two percent in FY 2023-24, three percent in 2024-25, and four percent in FY 2025-26 from the previous fiscal year. The Department may increase the maximum base cost reimbursement amount up to ten percent (10%) for a given fiscal year if actual costs to provide the services discussed herein exceed the annual maximum base cost reimbursement amount and if, after reviewing revised revenue, expenditure, and cash balance reports, the Department determines that there will be additional funds available in a fiscal year. Department staff will coordinate annually with the Civic League to assess the needs of CSA 31 and maintain an appropriate reserve level.

REFERENCE MATERIAL:

BAI #50, June 21, 2016

ATTACHMENTS INCLUDED AND/OR ON FILE:

PD-047 Sole Source Acquisition Request  
On file with Clerk - Agreement

CAO ANALYST:

Ron Alexander