



CITY OF COMMERCE AGENDA REPORT

Item No. ____

TO: Honorable City Council

FROM: Ernie Hernandez, City Manager

SUBJECT: Resolution to Approve Agreements and Amendments for Professional Service Agreements

MEETING DATE: November 25, 2025

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to approve agreements with existing vendors that meet one or more of the following criteria:

1. The contract term has expired, but services continue to be provided;
2. The contract amount has exceeded the original “not-to-exceed” amount authorized by Council;
3. No formal contract is on file, but the vendor continues to provide essential or recurring services.

Staff further recommends that the Mayor/City Manager be authorized to execute sixty-two (62) contract amendments or new agreements, in a form approved by the City Attorney, within 120 days to formalize these service arrangements.

BACKGROUND AND ANALYSIS:

As part of the FY 2025–26 budget development process, staff conducted a citywide review of active vendor contracts. This assessment identified several agreements that are no longer in compliance with the City’s Purchasing Policy and contracting requirements due to one or more of the following issues:

- Contract terms have lapsed, but services have continued uninterrupted;
- Cumulative costs have exceeded the previously approved thresholds;
- No formal contract is currently on file, although services have been continuously rendered.

In most cases, these are long-standing vendors providing essential services such as maintenance, GIS support, environmental consulting, accounting services, planning and zoning consulting, and grant writing consulting services that departments rely on for daily operations.

Normally, these items would be recommended to the City Council for approval on an individual basis or approved by the City Manager, for contracts within his authority; however, the volume of items necessitates consolidated action. This streamlined approach ensures timely compliance while avoiding disruption to critical services.

This action will provide a one-time authority to prepare and execute updated contracts or amendments for impacted vendors. This approval would not authorize any new spending beyond what has already been appropriated in the FY 2025–26 budget. Rather, it provides administrative authority to execute agreements or amendments consistent with existing service levels, under the following conditions:

- The vendor is already budgeted for in the adopted FY 2025–26 Budget;
- The service is essential for ongoing city operations;
- The vendor is not subject to performance concerns or unresolved disputes;
- Any new or revised agreement will be reviewed and approved as to form by the City Attorney.

Staff will prioritize formalizing all agreements under this resolution within 120 days of adoption.

Summary of Vendor Contracts Requiring Approval:

Community Development Department

1. MOORE IACOFANO GOLTSMAN, INC. – General Plan update and housing element implementation consultant
2. AVANT-GARDE – Planning and Housing Plan Consultant & On-call grant management support for Public Works-related grant projects.
3. KOSMONT & ASSOCIATES – Real estate and brokerage services
4. TERRA REALTY ADVISORS, INC.- Outdoor advertising billboard signs phase II.

Finance Department

5. ROBERT HALF INC.- Accounting consulting services to carry out the day-to-day accounting duties for the City.
6. JB GRFX – Provide graphic printing services for the City’s needs.
7. TREDENT – Maintain & update City IT infrastructure switches & routers, which connect our computers and devices inside the organization & connect us to the internet and other City sites in a safe and efficient manner.

Public Works Department

8. KENNEDY JENKS CONSULTING – Environmental Consultant for the Department of Toxic and Substance Control investigations
9. WAYNE PERRY INC.— Environmental Consultant for the Department of Toxic and Substance Control investigations.
10. ECORP CONSULTING INC.— Contractor for environmental-related consulting.
11. SIEMENS BUILDING TECHNOLOGIES – Routine maintenance and repairs for HVAC system at Senior Center and Brenda Villa Aquatic Center
12. JOHN G. CATALDO, A.I.A., C.S.I., ARCHITECT INC. – On-call architectural services for various city projects.
13. Kimley-Horn and Associates, Inc.— Project Management/Construction Support for Citywide Fiberoptic Interconnect project & Traffic Management System Software options for use at the Traffic Management Center.
14. Amtec – Contractors for Fire Alarm/Burglar Alarm Repairs
15. Diversified Alarm Service, Inc.-- Contractors for Fire Alarm/Burglar Alarm Repairs
16. WAV— Contractors for the installation of the monitoring wall for the Traffic Management Center and EOC.
17. AVI-SPL-- Contractors for the installation of the monitoring wall for the Traffic Management Center and EOC.
18. IES-COMM– Contractors for the installation of the monitoring wall for the Traffic Management Center and EOC.
19. CT West/QFree– Traffic Management System Software options for use at the Traffic Management Center.
20. Disaster Lan – Software options for incident management and emergency operations to use at EOC.
21. Everbridge – Software options for incident management and emergency operations to use at EOC.
22. WebEOC – Software options for incident management and emergency operations to use at EOC.

Parks and Recreation

23. Gratcha Inc - Catering services for camp

- 24. Dewey Pest Control- Campgrounds pest control
- 25. US foods - Food Truck Delivery
- 26. Bionic Graphics-Travel Sports Uniforms, Rec Sports Uniforms, and Special Events t-shirts
- 27. Turf Tank-Yearly Lease to line the soccer, football, and baseball fields
- 28. BSN Sports-Sports Equipment and Uniform vendor
- 29. Wild Pepper Sports- Travel Volleyball Uniform Vendor
- 30. Long CC Investments LLC- Rec Sports Officials Assigner
- 31. House of Winners – Trophies and awards for team banquets and special events.
- 32. Commercial Aquatics (HASA) – Bulk Chlorine/Bulk Acid
- 33. Airgas LLC— CO2 for balancing PH
- 34. Knorr – Palin test supplies and parts for repair of filtration equipment
- 35. CI Solutions – Resident activity card supplies.
- 36. KAP7 – Equipment, suits, and entry fees.

Transportation Department

- 37. Enrique Auto Electric – Regular Smog checks
- 38. Airgas - Propane and argon rental
- 39. Hi-Line - Nuts, bolts, and other automotive accessories
- 40. Dartco Transmission - Transmission repair and parts for bus fleet
- 41. Express Oil - Picks up all waste disposal from oil filters and aerosol cans. Pumps out water from the steam bay and the bus wash clarifier
- 42. Ford of Montebello - Warranty repair and parts
- 43. Wayne Electric - Batteries for all fleet vehicles
- 44. American Moving Parts - Parts for the entire bus fleet
- 45. Safety Kleen/Rosemead Oil - Oil and coolant for all fleet vehicles

- 46. Parts Authority - Parts for all automotive fleet vehicles
- 47. Kenworth - All bus fleet repairs. Cummins parts for the entire bus fleet
- 48. HD Industries - Cummins parts for all bus fleet. Baldwin filters for all automotive vehicle fleets
- 49. Parkhouse Tire - Tires for all automotive vehicle fleets
- 50. Decals By Design - Bus wrap decals for all bus fleet. Decals for all automotive vehicles
- 51. New Flyer - Parts for all New Flyer Bus fleet
- 52. Gillig - Parts for all Gillig Bus fleet
- 53. Voyager - Fuel for all city fleet

Human Resources Department

- 54. Atkinson, Andelson, Loya, Ruud, and Romo (AALRR) – Is a full-service law firm used for its expertise in education, labor and employment, and litigation.
- 55. MM Planning & Zoning Consultant – Provide staff augmentation and project management services in the Community Development Department and in Public Safety.

Administration Department

- 56. B&D CONSTRUCTION CO. INC.—The existing agreement will include backfilling activities for the Veterans Park remediation site and will extend its term date to coincide with the Equitable Community Revitalization Grant.
- 57. RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC. – Similar to B&D, Ramboll was tasked with providing remediation consulting services specifically in connection with the site review, development, and completion of the Remedial Action Plan as it related to the City property. The amendment request is to extend the grant term until February 27, 2027.
- 58. Global Urban Strategies INC.— Provide grant writing services on an as-needed basis.
- 59. Joe A. Gonsalves & Son -- Provides state lobbying and advocacy on all legislative matters that may impact the City of Commerce.
- 60. California Advocacy – Provides state lobbying and advocacy for Cardroom State policies and regulations
- 61. Tierra West – Planning-related consulting services
- 62. Flock Group Inc. – License plate recognition camera readers.

To strengthen internal controls and avoid contract lapses in the future, the Finance Department is implementing a centralized contract management system that provides automated alerts for expiring agreements and expenditure limits. Finance staff will also perform monthly contract monitoring to ensure timely renewals, extensions, or development of new contracts.

FISCAL IMPACT

There is no additional fiscal impact associated with this action. All contracts and services included in this action are fully funded in the FY 2025–26 Adopted Budget. This resolution serves to ensure contractual compliance and proper legal documentation for existing expenditures.

ALTERNATIVES:

1. Approve staff recommendation; and/or
2. Provide further direction to staff

ATTACHMENTS

- Resolution – City Manager Contract Approval

Prepared by: Gisselle S. Delgado, Senior Management Analyst
Reviewed by: Alvaro Castellon, Director of Finance
Respectfully submitted: Ernie Hernandez, City Manager
Approved as to form: Noel Tapia, City Attorney