



CITY COUNCIL AGENDA REPORT

MEETING DATE: SEPTEMBER 21, 2010

ITEM NUMBER:

SUBJECT: SENIOR MOBILITY PROGRAM DRIVER SERVICES AWARD OF CONTRACT

DATE: SEPTEMBER 6, 2010

FROM: ADMINISTRATIVE SERVICES DEPARTMENT/RECREATION DIVISION

PRESENTATION BY: DONNA THERIAULT, MANAGEMENT ANALYST

FOR FURTHER INFORMATION CONTACT: DONNA THERIAULT AT 714-754-5636

RECOMMENDATION:

Approve the extension of the Professional Services Agreement (Attachment 1) with Western Transit Services for the Costa Mesa Senior Mobility Program for one (1) year, and authorize the Mayor to sign on behalf of the City.

BACKGROUND:

In June 2002, the City entered into an agreement with the Orange County Transportation Authority (OCTA) to receive funding to operate a Senior Mobility Program in Costa Mesa. These funds are used to transport seniors Monday through Friday to the Senior Center, to the grocery store, and to other necessary destinations within the city limits of Costa Mesa. For Fiscal Year 2010-2011, the City's Senior Mobility Program allocation from OCTA is \$103,816. Through the Senior Mobility Program, OCTA also donates a refurbished 18-passenger, wheelchair accessible bus every 3 years. The City currently has 2 senior buses, one in operation and one as a back-up. The Senior Mobility Transportation program is free to all seniors living in the City.

In September 2002, the City entered into an agreement with Western Transit Systems to provide driver services to the City to operate the Senior Center bus through September 30, 2007 (Attachment 2). Through a subsequent request for proposal process, Western Transit has retained the service agreement. The existing 3-year agreement with Western Transit expires September 30, 2010 with a one-year extension option.

ANALYSIS:

Western Transit has requested the extension of the agreement for one year to September 30, 2011 (Attachment 3). As part of their extension request, they are asking for a rate increase from \$29.50 to \$30.63 per service hour (\$1.13/hr increase). There have been no rate increases over the past 3-year contract period.

Western Transit has provided very good service during the contract period. The Senior Mobility Program has been very successful providing over 850 trips per month with very few complaints and no vehicle accidents. Western Transit has been diligent in responding

to all complaints and resolving them as quickly as possible. During the current 3-year contract period, Western Transit has never failed to provide a driver for the Senior bus, and seniors have never been without the free transportation service.

Staff has performed an informal bid process and determined that Western Transit rates are among the lowest and they are the only transportation company that provides only the driver services. The other major transportation providers provide their own vehicles as well as drivers similar to a taxi cab company. Staff was unable to find a service provider that would be a cost savings to the City at this time.

Staff will begin a formal Request for Proposal process next year in sufficient time to consider all alternate senior transportation contract services.

ALTERNATIVES CONSIDERED:

City Council may choose to let the existing contract with Western Transit Systems expire this year and request a formal Request For Proposal process.

The City could choose to terminate the senior transportation service and return all funds to OCTA.

FISCAL REVIEW:

If Council approves the one-year Agreement Extension with the rate increase, the driver services will cost \$70,020 for 2,286 driver service hours per year. The current agreement is for an annual amount of \$67,347 for the same 2,286 service hours. The service hours are adequate to continue the senior transportation service Monday through Friday, 8 am to 5 pm.

The City's Senior Mobility Program allocation from OCTA for fiscal year 2010-2011 is \$103,816. OCTA provides 80 percent of the allocation (\$83,053) to the City. The City is required to match 20 percent of the allocation (\$20,763). The City's match is provided through City staff in-kind services for maintenance and fueling of the 2 Senior Buses. OCTA grant funds are adequate to cover the contract driver services with some excess funds which will be used to reimburse the City for maintenance and fuel costs above the match requirement.

LEGAL REVIEW:

Legal has reviewed the Agreement Extension and approved it as to form.

CONCLUSION:

The Agreement with Western Transit Services to provide drivers for the City's Senior Mobility Program will expire on September 30, 2010. The Agreement provides for a one-year extension. Western Transit has requested a one-year extension and a rate increase. City staff feels Western Transit services are satisfactory and the rate increase is acceptable based on fees charged by similar service providers. City staff will conduct a full Request for Proposal process when the proposed Agreement Extension expires in September 2011.

DONNA THERIAULT
Management Analyst

STEPHEN N. MANDOKI
Administrative Services Director

COLLEEN O'DONOGHUE
Assistant Finance Director

DISTRIBUTION: City Manager
City Attorney
Assistant Finance Director
City Clerk
Staff

ATTACHMENTS: 1. [Agreement Extension with Exhibits](#)
2. [Current Agreement with Exhibits](#)
3. [Western Transit Driver Services Letter](#)