

MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



**3.4**  
(MT 23792)

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Emergency Management Department to Ratify and Approve the Professional Services Agreement with Cardiff Transportation for Transportation Services without seeking competitive bids for the Period of Performance of November 15, 2023 through November 14, 2024. All Districts, is deleted.

Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None

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I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on March 5, 2024, of Supervisors Minutes.

(seal) WITNESS my hand and the seal of the Board of Supervisors  
Dated: March 5, 2024  
Kimberly A. Rector, Clerk of the Board of Supervisors, in  
and for the County of Riverside, State of California.

By: Naomy Li Deputy

AGENDA NO.  
3.4

xc: EMG

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.4**  
**(ID # 23792)**

**MEETING DATE:**  
Tuesday, March 05, 2024

**FROM :** EMERGENCY MANAGEMENT DEPARTMENT:

**SUBJECT:** EMERGENCY MANAGEMENT DEPARTMENT: Ratify and Approve the Professional Services Agreement with Cardiff Transportation for Transportation Services without seeking competitive bids for the Period of Performance of November 15, 2023 through November 14, 2024. All Districts. [Total Cost: \$821,250 - 100% Federal Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and Approve the Professional Services Agreement #EMARC-4001-11/24 with Cardiff Transportation for Transportation Services without seeking competitive bids for the Period of Performance of November 15, 2023 through November 14, 2024; and
2. Authorize the Chair of the Board to sign the Agreements on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel, a) to sign amendments that stay within the intent of the agreement and including modifications of the scope of work that stay within the intent of the Agreement and b) to issue Purchase Orders for the consulting fees as applicable to each project; and
4. Approve and direct the Auditor Controller to make the budget adjustments shown on Schedule A.

**ACTION:Policy**

  
Bruce Barton, EMD Director 2/21/2024

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 513,000	\$ 308,250	\$ 821,250	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Federal Funds</b>			<b>Budget Adjustment: Yes</b>	
			<b>For Fiscal Year: 23/24- 24/25</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Emergency Management Department (EMD) has a need for services capable of transporting large numbers of individuals during emergencies. Larger buses are a particularly important resource because they provide the capability to transport larger numbers of individuals from multiple different locations at the same time during an influx. Several County departments including the EMD, Housing and Workforce Solutions (HWS), and Public Health are working together to assist populations that require transportation; however, transport of large groups is beyond the capacity of the County departments.

**Impact on Residents and Businesses**

The program will benefit County residents by ensuring that transportation services will be in place to allow for clients to be transported directly to sheltering location(s) limiting traffic impacts for residents. The County shall only pay for services requested and for actual expenses incurred, and shall have no obligation to purchase any specific amount of services.

**Additional Fiscal Information**

EMD will be seeking 100% of reimbursement for costs through The Department of Homeland Security (DHS) Fiscal Year 2023 Shelter and Services Program funding. The total cost to EMD is \$821,250. There is no impact to County General Funds. The annual amount will be as follows:

<b>County Fiscal Year</b>	
<b>Year</b>	<b>Amount</b>
FY 23/24	\$513,000
FY 24/25	\$308,250
<b>Total</b>	<b>\$821,250</b>

Due to the ever-changing nature of emergencies, it is necessary to have transportation services that would be available on short notice and be willing to waive cancellation fees. The number of people to transport and in turn, how many buses are needed varies and can change hour by hour, so flexibility was of the essence. Efforts were made to get the best possible pricing for this critical service. Cardiff Transportation was willing to accommodate the requests. In the

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meantime, EMD will issue an RFQ (EMARC-033) for future transportation services. The Single Source Justification has been reviewed by County Purchasing and the Purchasing Agent. The board is being asked to ratify and approve the agreement.

**Contract History**

On August 24, 2021 (Agenda Item 3.9) the Board approved agreement with Cardiff Transportation for \$270,000. On November 15, 2023 emergency transportation services were requested and the agreement will be in place until a competitively bid vendor is awarded through the RFQ EMARC-033.

**Attachments:**

1. Single Source Justification #24-119
2. Professional Services Agreement #EMARC-4001-11/24 for transportation services between County of Riverside EMD and Cardiff Transportation.
3. Schedule A

**SCHEDULE A**

**Emergency Management Department**

**Budget Adjustment**

**Fiscal Year 2023/2024**

**INCREASE IN ESTIMATED REVENUE:**

10000 - 2000100400 - 763500 Fed-Aid For Disaster	\$ 513,000
<b>TOTAL INCREASE ESTIMATED REVENUE:</b>	<b>\$ 513,000</b>

**INCREASE IN APPROPRIATIONS:**

10000 - 2000100400 - 525440 Professional Services	\$ 513,000
<b>TOTAL INCREASE IN APPROPRIATIONS:</b>	<b>\$ 513,000</b>

*Meghan Hahn*  
Meghan Hahn, Director of Procurement 2/26/2024

*Rebecca S Cortez*  
Rebecca S Cortez, Principal Management Analyst 2/28/2024

*George Trindle*  
George Trindle, PMP ASST COUNTY COUNSEL 2/26/2024