



CITY OF

NEWPORT BEACH

City Council Staff Report

June 24, 2025
Agenda Item No. 13

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: David A. Webb, Public Works Director - 949-644-3311,
dawebb@newportbeachca.gov

PREPARED BY: John Salazar, Streets and Beaches Superintendent - 949-718-3460,
jsalazar@newportbeachca.gov

TITLE: Approve On-Call Maintenance/Repair Services Agreement with
Cathyjon Enterprises, Inc., dba HB Staffing for On-Call Temporary
Laborer Services (C-8479-3)

ABSTRACT:

The Public Works Department conducted a formal request for proposals (RFP) process for temporary labor services to assist primarily with basic cleaning and maintenance during the peak summer season. Based upon the results, staff recommends awarding a five-year agreement to Cathyjon Enterprises, Inc., dba HB Staffing (HB Staffing), with a not-to-exceed (NTE) amount of \$500,000.

RECOMMENDATIONS:

- a) Determine that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because it will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Maintenance and Repair Services Agreement with Cathyjon Enterprises, Inc., dba HB Staffing, for On-Call Temporary Laborer Services for a five-year term and not-to-exceed amount of \$500,000 and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The Public Works Department conducted an RFP process for on-call temporary labor services, primarily to supplement City of Newport Beach part-time staff performing basic cleaning and maintenance during the peak summer season and to meet increased service demands. Based on the proposals received, staff recommends awarding a five-year agreement to HB Staffing, with a NTE of \$500,000. This provides for approximately 3,275 hours of staffing annually, or around 6 individuals working full time over the 4 peak months of the summer season.

Staff issued RFP 25-30 through the PlanetBids website on March 18, 2025, and received five proposals by the April 8, 2025, due date.

Three staff members independently evaluated the proposers' technical scores based on qualifications and relevant experience, and all five proposals received the 70% minimum score necessary to qualify for cost proposal review. HB Staffing received the highest aggregate score, including the best cost score, with the table below showing average scores.

Proposer	Technical Score (60 Maximum)	Cost Score (40 Maximum)	Total Score (100 Maximum)	Overall Rank
HB Staffing	55.00	39.88	94.88	1
LA Business Personnel, Inc.	55.00	34.93	89.93	2
One Source Staffing Solutions Inc., dba ShareSTAFF	43.33	38.39	81.72	3
Techlink Systems, Inc.	45.00	34.08	79.08	4
Beatty's Services, Inc.	50.00	21.09	71.09	5

HB Staffing is experienced and has previously provided quality services in this capacity to the City of Newport Beach and has positive references from other agencies. Along with assisting the Public Works Streets and Beach units, these services may also occasionally be used by the Public Works Parks unit and the Utilities Department.

FISCAL IMPACT:

The adopted budget includes sufficient funding for this contract. It will be expensed to the Public Works and/or Utilities Department Maintenance and Operations accounts as needed to provide for temporary staffing labor.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Maintenance and Repair Agreement