

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOUG WILLIAMS, FACILITIES MAINTENANCE COORDINATOR,  
PUBLIC WORKS  
BRANDALYN TRAMEL, PURCHASING AGENT  
AUTHOR, TRACY VERA, BUYER  
FINANCE DEPARTMENT  
SUBJECT: APPROVAL OF SECOND AMENDMENT TO PURCHASE ORDER  
163584 – ONE YEAR EXTENSION WITH A 5% RATE INCREASE  
AND INCREASE IN COMPENSATION WITH PESTMASTER  
SERVICES, L.P.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve a second amendment to Purchase Order 163584 with Pestmaster Services, L.P., a Delaware Limited Partnership registered to do business in California with principal offices located in Cudahy, California for a one-year extension with a 5% rate increase and increase in compensation in the amount of \$40,000, for a cumulative amount not to exceed \$112,000.

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EXECUTIVE SUMMARY

This Purchase Order provides pest control services at various City facilities. The current Purchase Order expires on January 31, 2023. Pestmaster Services, L.P. continues to provide satisfactory services.

BACKGROUND

This Purchase Order (PO) provides pest control services to be performed in buildings and/or at sites, occupied or unoccupied, at various City locations. All pest control services are required to be performed in accordance with Federal, State, and Local rules and regulations presently established or rules which may be established during the term of the contract.

On December 29, 2020, the City Purchasing Agent approved a PO with Pestmaster Services, L.P. in the amount of \$38,000, piggybacking off the County of Sonoma

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Purchasing Agreement with further amendments listed in the chart below:

| <u>Award/Amendment</u>                         | <u>Date</u>       | <u>Description</u>   | <u>Amount</u>    | <u>Authorization</u> |
|--|-------------------|--|------------------|----------------------|
| Award  | December 29, 2020 | One-year Purchase Order  | \$38,000         | Purchasing Agent     |
| Amendment                                      | December 1, 2021  | Extend one-year with no cost increase and increase compensation          | \$34,000         | City Manager         |
| <b>Amendment</b>                               | <b>Pending</b>    | <b>Extend one-year with a 5% rate increase and increase compensation</b> | <b>\$40,000</b>  | <b>City Council</b>  |
| <b>Total Cumulative Contract Value Pending</b> |                   |  | <b>\$112,000</b> |                      |

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

On November 29, 2022, Pestmaster Services, L.P. submitted a one-year extension proposal with a 5% rate increase; this is the first cost increase of the PO. CPI for All Urban Consumers CUURS49BSA0 Not Seasonally Adjusted for San Francisco-Oakland-Hayward, CA for the period from December 2020 through October 2022 show a 9.61% increase; staff deems the proposal for a one-year extension is fair and reasonable.

Under the City's Contract/Purchase Order Modification Policy III-9, the Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2022-23 adopted budget within various charge keys as a regular operating expenditure and are expected to be included in subsequent years' budget proposals when presented to the City Council. There is no impact to the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

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BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution / Exhibit A – Cost Proposal/Compensation Schedule (effective 02/01/2023)

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