

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: LUKE MORSE, PARKING PROGRAM COORDINATOR, FINANCE  
DEPARTMENT  
ADAM MARTINEZ, TRANSIT SUPERINTENDENT, TRANSIT  
OPERATIONS DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: BID AWARD - PURCHASE ORDER WITH UNIVERSAL SITE  
SERVICES, INC. FOR SWEEPING SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Parking division of the Finance Department and the Transit Department that the Council, by resolution, approve the bid award of a two-year Purchase Order with three (3) one-year extension options to Universal Site Services, Inc., Milpitas, California, for sweeping services at City parking lots, garages, and transit hubs in an amount of \$130,268.64 plus a \$2,000 contingency for a total not to exceed amount of \$132,268.64.

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EXECUTIVE SUMMARY

The Parking Division of the Finance Department and the Transit Department utilize sweeping services at City parking garages, parking lots, and transit hubs to keep these areas swept and clean from leaves and debris.

BACKGROUND

The City Parking Division of the Finance Department and the Transit Department utilize sweeping services performed on a weekly basis at City downtown parking garages, parking lots, and the Westside Transfer Center and daily at the Downtown Transit Mall.

The City's standard Purchase Order terms and conditions include a requirements that services be provided in accordance with all City ordinances and applicable federal, state, and local laws and shall comply with all licenses, permits, and approvals required by any regulatory authorities. Equipment used shall meet all California air emission requirements.

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At all City locations, the services are performed using a combination of vehicle-mounted and handheld equipment. The surfaces include but are not limited to, driving lanes and/or aisles, sidewalks, internal and/or perimeter pedestrian walkways, connecting driveways and parking stalls. Removal of debris, including in planted areas of the sites, is also to be done when services are performed.

The current Agreement expires on August 31, 2021.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

On May 24, 2021, Invitation for Bid (IFB) 21-31 was opened by Purchasing. Of the one hundred and three vendors notified, thirteen prospective bidders downloaded the documents for this solicitation. Three bid responses were received, and two were deemed responsive and responsible, see table below:

Vendor	Bid Total
Universal Site Services, Inc. Milpitas, Ca	\$130,268.64**
Tauser Street Sweeping, Inc. Santa Rosa, Ca	\$275,078.40

\*\*Lowest Responsive Bidder

Universal Site Services, Inc. is the incumbent vendor and has submitted a bid that holds the current Agreement cost for the next two years. The bid award includes a \$2,000 contingency for miscellaneous emergent sweeping needs.

FISCAL IMPACT

Funds for this operational expense have been appropriated in Fiscal Year 2021-22 within various department's operating budgets, as a regular operating expenditure, and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 in that the project consists of the maintenance of existing facilities.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A - Cost Proposal

CONTACT

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