

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER  
FINANCE DEPARTMENT  
SUBJECT: JENNIFER MYLES, SENIOR BUYER, FINANCE DEPARTMENT  
CONTRACT EXTENSION TWELFTH AMENDMENT TO THE  
EXISTING 5-YEAR CONTRACT – F000384 JANITORIAL  
SERVICES

AGENDA ACTION: MOTION APPROVAL

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RECOMMENDATION

It is recommended by the Finance and Recreation & Parks Departments that the Council, by motion, approve the Twelfth Amendment to Contract F000384 for janitorial services for a one-year extension, with a 2.6% increase in unit price with Universal Building Services and Supply Company (UBS), Richmond, California, in the amount of \$452,188.66, plus a 5% contingency amount of \$22,609 for a total contract amount not to exceed \$474,797.66.

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EXECUTIVE SUMMARY

Contract F000505 for janitorial services is due to expire on June 30, 2016. The original contract was approved by Council with a one-year term and 4 one-year extension options. This is the final extension option. UBS has submitted a proposal for the fourth and final one-year contract extension for services with a proposed increase in pricing of 2.6%.

BACKGROUND

On June 12, 2012, Invitation for Bids 12-14, solicited by the City for janitorial services for various City locations, was awarded by the Council to UBS.

The janitorial services provided by this contract are for various City facilities including City Hall, City Hall Annex, Sonoma County Historical Museum, Public Safety Building, Municipal Services Center North, Municipal Services Center South, Ridgway Swim Center, Fire Training Center Mobile Office Unit, Finley Community and Swim Center, Steele Lane Community Recreation Center, Luther Burbank Home, Railroad Depot Station, Police Substations, Chamber Building, Senior Centers, Fire Station #10, Transit

CONTRACT EXTENSION TWELFTH AMENDMENT – F000384 JANITORIAL SERVICES  
PAGE 2 OF 4

Operations Building, Transit Mall, Westside Transfer Station, Parking Garages, Club Houses, DeTurk Round Barn, Church of One Tree and Apple Valley Lane.

The contingency funding of 5% is requested to allow for miscellaneous one-time special cleaning service needs that are outside of the original contract, and are not required as an ongoing monthly service need.

PRIOR CITY COUNCIL REVIEW

On June 12, 2012, Council awarded a one-year contract with four one-year extension options in the amount of \$257,976 with a 5% contingency in the amount of \$12,898.

On June 18, 2013, Council awarded a one-year contract extension in the amount of \$295,643.16 with a 5% contingency in the amount of \$14,782.16.

On June 17, 2014, Council awarded a one-year contract extension in the amount of \$368,093.97.

On June 2, 2015, Council awarded a one-year contract extension in the amount of \$404,896.46 with a contingency amount of \$20,245.

ANALYSIS

The current U.S. Bureau of Labor Statistics (BLS) All Urban Consumers Price Index (CPI-U) for San Francisco/Oakland/San Jose for the February 2015 to February 2016 indicates a 3.02% increase. Based on the current CPI-U price data, plus the minimum wage rate increasing from \$10.00 to \$10.50 (5%) per hour on January 1, 2017, staff recommends that it is in the City's best interest to renew the contract with Universal Building Services, Inc.

The City and UBS entered into an agreement on June 12, 2012, as awarded by City Council. See contract activity below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	June 12, 2012	Award (1-year term)	\$257,976.00	City Council
Amendment No. 1	September 10, 2012	Add Services	\$28,200.00	Purchasing Agent
Amendment No. 2	December 8, 2012	Add Services	\$20,784.00	Purchasing Agent
Amendment No. 3	April 22, 2013	Add Services	\$300.00	Purchasing Agent
Amendment No. 4	June 18, 2013	Contract Ext.	\$310,425.32	City Council

CONTRACT EXTENSION TWELFTH AMENDMENT – F000384 JANITORIAL SERVICES  
PAGE 3 OF 4

		(1-year term) and Contingency		
Amendment No. 5	July 24, 2013	Add Services	\$31,176	Purchasing Agent
Amendment No. 6	September 17, 2013	Add Services	\$259.80	Purchasing Agent
Amendment No. 7	December 10, 2013	Add/Delete Services	\$5,995.44	Purchasing Agent
Amendment No. 8	June 17, 2014	Contract Ext. (1-year term)	\$368,093.97	City Council
Amendment No. 9	December 31, 2014	Add Services	\$590.00	Purchasing Agent
Amendment No. 10	June 2, 2015	Contract Ext. (1-year Term) and Contingency	\$404,896.46	City Council
Amendment No. 11	August 25, 2015	Add Services	\$9,496	Purchasing Agent
<b>Amendment No. 12</b>	<b>Pending</b>	<b>Contract Ext. (1-year Term) and Contingency</b>	\$452,188.66	<b>City Council</b>
	<b>Total Cumulative Value Pending Amendment No. 10</b>		<b><u>\$1,890,381.65</u></b>	

With approval of the Twelfth Amendment, the cumulative value of the Contract #F000384 will be \$1,890,381.64. Under the City's Contract/Purchase Order Modification Policy III-9, this Twelfth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2015-16 adopted budget within the departments that utilize the service. As a regular operating expenditure, the services as described are requested in the Fiscal Year 2016-17 proposed budget and are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.  
NOTIFICATION

Not Applicable.

ATTACHMENTS

- Attachment 1 – Draft Twelfth Amendment

CONTACT

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