

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: CONTRACT EXTENSION – JANITORIAL SERVICES
STAFF PRESENTER: JIM WRIGHT, PURCHASING AGENT,
FINANCE DEPARTMENT

AGENDA ACTION: MOTION

ISSUE(S)

Shall the Council, by motion, approve Amendment No. 4 to Contract F000384 for janitorial services for a one-year extension, with a 1% increase in unit prices, with Universal Building Services, Richmond, California, in the amount of \$295,643.16 and a 5% contingency of \$14,782.16?

BACKGROUND

1. On June 12, 2012, Invitation For Bids (IFB) 12-14, solicited by the City for janitorial services for various City locations, was awarded by the Council to Universal Building Services. The current contract is due to expire on June 30, 2013.
2. The janitorial services provided by this contract, service various City facilities such as 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 Operations Building, Transit Mall, Westside Transfer Station, Club Houses, DeTurk Round Barn, and Church of One Tree.
3. Amendments Number 1, 2 and 3 were issued to add services for Economic Development and Housing garages, the Senior Wing at Finley Community Center and Municipal Services Center North, Suites 9 and 10.
4. Funds for this procurement will be budgeted in Fiscal Year 2013-14 under various department Key numbers when approved by Council.

ANALYSIS

1. City staff requested a one-year contract extension proposal as per the terms of the contract. In response, Universal Building Services requested a 2.5% increase in contract unit price for increased administrative costs. Upon further analysis, the Consumer Price Index for San Francisco-Oakland-San Jose, CA for the period of June 2012 through February 2013 resulted in an increase of 1%. Staff negotiated with Universal Building Services and they revised their request to a 1% increase rather than 2.5%. For further comparison, review of the bid results of IFB 12-14 was conducted, and Universal Building Services was 14% lower than the next lowest bid. Based on the CPI and the results of the current bid solicitation awarded, staff recommends that it is in the City’s best interest to renew the contract with Universal Building Services for a one-year contract extension with a 1% increase in contract unit price.

2. A 5% contingency amount of \$14,782.16 is requested to cover miscellaneous cleaning services that may be required throughout the contract extension period. The Contractor has provided satisfactory service during the current contract term.

3. The City and Universal Building Services, Richmond, California, entered into an agreement on June 12, 2012, as awarded by City Council. See contract activity charge 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	Pending	Contract Ext. (1-year term) and Contingency	\$310,425.32	City Council
	Total Cumulative Value Pending Amendment No. 4		<u>\$617,685.32</u>	

RECOMMENDATION

It is recommended by the Finance and Recreation and Parks Departments that the Council, by motion, approves Amendment No. 4 to Contract F000384 for janitorial services for a one-year extension, with a 1% increase in unit prices, with Universal Building Services, Richmond, California, in the amount of \$295,643.16 and a 5% contingency of \$14,782.16.

Author: Jennifer Myles, x3709

Attachment:

- Draft Amendment No. 4
- Exhibit B-1

DRAFT

**FOURTH AMENDMENT
TO GENERAL SERVICES AGREEMENT NUMBER F000384
WITH UNIVERSAL BUILDING SERVICES AND SUPPLY COMPANY**

This Fourth Amendment to Agreement number F000384, dated June 12, 2012 (“Original Agreement”) is made as of this ____ day of _____, 2013, by and between the City of Santa Rosa, a municipal corporation (“City”), and Universal Building Services and Supply Company (“Contractor”).

RECITALS

- A. City and Contractor entered into the Original Agreement for Contractor to provide janitorial services for various locations, as previously amended by Amendment No. 1 dated September 10, 2012, Amendment No. 2 dated December 8, 2012 and Amendment No. 3 dated April 22, 2013 to add services and increase compensation.
- B. City and Contractor now desires to amend the Original Agreement for the purpose of extending services for a one year period with a 1% increase in contract unit price and 5% contingency commencing July 1, 2013 through June 30, 2014.

AMENDMENT

NOW, THEREFORE, the parties agree to supplement the Original Agreement as follows:

1. SCOPE OF SERVICES

Section 1 is amended to extend services and add contingency funds through June 30, 2014 as referenced in Exhibit B-1 to this Amendment, which is incorporated herein as though set forth in full.

2. TERM OF AGREEMENT

Section 3 is supplemented to extend the term of the Original Agreement for an additional one year, to end June 30, 2014.

3. COMPENSATION

Section 4 is supplemented to provide for additional compensation to Contractor in the amount of three hundred ten thousand four hundred twenty-five dollars and thirty-two cents (\$310,425.32) for the additional services, to read as follows:

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DRAFT

“The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in the Agreement shall not exceed the total sum of \$617,685.32. The Chief Financial Officer is authorized to pay all proper claims from Key Number 300007-5321.”

All other terms of the Original Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONTRACTOR:

CITY OF SANTA ROSA
a Municipal Corporation

Universal Building Services and Supply
Company

[TYPE OF BUSINESS ENTITY:
____ Individual/Sole Proprietor
____ Partnership
 X Corporation
____ Limited Liability Company
____ Other (please specify: _____)

By: _____

Print Name: _____

Title: Mayor

APPROVED AS TO FORM:

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

Office of the City Attorney

ATTEST:

By: _____

Print Name: _____

Title: _____

City Clerk

Taxpayer I.D. No. 94-1692591

City of Santa Rosa Business Tax Cert. No.
59086

Attachments: Exhibit B-1

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Amendment to General Services Agreement
Form approved by the City Attorney 11-1-11

Exhibit B-1
Compensation Schedule

JANITORIAL SERVICES

Bid Item	Qty	Unit	Description	Unit Cost	Total Amount
1.	12	Mo.	City Hall, 100 Santa Rosa Avenue Santa Rosa, CA 95404 (350202)	\$2,114.94	\$25,379.28
2.	12	Mo.	City Hall Annex, 90 Santa Rosa Avenue Santa Rosa, CA 95404 (350205)	\$1,021.11	\$12,253.32
3.	12	Mo.	Sonoma County Historical Museum 425 7 th Street, Santa Rosa, CA 95404 (350206)	\$ 422.18	\$ 5,066.16
4.	12	Mo.	Public Safety Building, 965 Sonoma Avenue Santa Rosa, CA 95404 (350204)	\$2,616.91	\$31,402.92
5.	12	Mo.	Municipal Services Center North, 55 Stony Circle Santa Rosa, CA 95401 (350203)	\$1,131.20	\$13,574.40
6.	12	Mo.	Municipal Service Center South, 69 Stony Pt. Rd Santa Rosa, CA 95401 (350207)	\$1,079.69	\$12,956.28
7.	12	Mo	Ridgway Swim Center, 445 Ridgway Avenue Santa Rosa, CA 95404 (350109)	\$1,459.45	\$17,513.40
8.	12	Mo.	Multi-Wide Mobile Office Unit, 2125 W College Avenue Santa Rosa, CA 95401 (350203)	\$ 343.40	\$ 4,120.80
9.	12	Mo.	Finley Community Center, 2060 W. College Avenue Santa Rosa, CA 95401 (350209)	\$2,112.82	\$25,355.04
10.	12	Mo.	Finley Swim Center, 2060 W. College Avenue Santa Rosa, CA 95401 (350209)	\$1,467.53	\$17,610.36
11.	12	Mo.	Community Recreation Center, 415 Steele Ln Santa Rosa, CA 95401 (350200)	\$1,167.56	\$14,010.72
12.	12	Mo.	Club Houses: Franklin, 2095 Franklin St.; Benton, 1055 Benton St; Doyle, 1700 Doyle Ave, Santa Rosa, CA (350200)	\$ 880.72	\$10,568.64
13.	12	Mo.	Luther Burbank Home and Gardens 204 Santa Rosa Ave, Santa Rosa, CA 95401 (390605)	\$ 89.89	\$ 1,078.68
14	12	Mo	Railroad Depot, 9 Fourth Street, Santa Rosa, CA 95401 (350208)	\$ 247.45	\$2,969.40
15	12	Mo.	Police Substation, 2090 Steele Lane Santa Rosa, CA 95403 (370609)	\$ 74.71	\$ 860.52
16	12	Mo.	Chamber Building, 635 1 st Street Santa Rosa, CA 95404 (350305)	\$ 544.39	\$6,532.68
17	12	Mo	Senior Center, 704 Bennett Valley Road Santa Rosa, CA 95405 (350201)	\$1,309.97	\$15,719.64
18	12	Mo.	Senior Center Commercial Kitchen, 704 Bennett Valley Road, Santa Rosa, CA 95405 (350201)	\$ 198.97	\$ 2,387.64

19	12	Mo.	Fire Station #10, 2374 Circadian Way Santa Rosa, CA 95407 (350301)	\$ 581.76	\$6,981.12
20	12	Mo.	Westside Transfer Station, corner of West College and Stony Point Road, Santa Rosa, CA 95403 (120204)	\$ 133.32	\$1,599.84
21	12	Mo.	Transit Operations Building, 45 Stony Point Road Santa Rosa, CA 95401 (120204)	\$ 692.86	\$8,314.32
22	12	Mo.	Police Substation at Old Courthouse Square #19 Santa Rosa, CA (370609)	\$ 61.61	\$ 739.32
23	12	Mo.	Deturk Roundbarn, 919 Donahue Street Santa Rosa, CA 95401 (350406)	\$ 494.90	\$5,938.80
24	12	Mo.	MSCN Warehouse Office and Restroom 55 Stony Point Road, Santa Rosa, CA 95401 (050201)	\$ 78.78	\$ 945.36
25	12	Mo.	MSCN Public Works Office-Shop #15 55 Stony Point Road, Santa Rosa, CA 95401 (300007)	\$ 147.46	\$1,769.52
26	12	Mo.	Samuel Jones Hall Police Substation 4020 Finley Avenue, Santa Rosa, CA 95407 (370609)	\$ 69.69	\$ 836.28
27	12	Mo.	Church of One Tree 492 Sonoma Avenue, Santa Rosa, CA 95404 (350406)	\$ 147.46	\$1,769.52
28	12	Mo.	Transit Mall, 2 nd Street between "B: St and Santa Rosa Avenue, Santa Rosa, CA 95404 (120204)	\$1,025.15	\$12,301.80
29.	12	Mo.	Clean Public and Employee's restrooms and drinking fountain at tri-deck Garage #5 635 Third Street Santa Rosa, CA 95404 (320406)	\$643.37	\$7,720.44
30.	12	Mo.	Clean attendents restroom only, Garage No. 1, 521 7 th Street between "B" Street and Mendocino Avenue (320501).	\$214.12	\$2,569.44
31.	12	Mo.	Clean one (1) elevator, employee work areas and restrooms at Plaza Garage #9 97 "D" Street, Corner of 2 nd & "D" Street. Santa Rosa, CA 95404 (320407)	\$673.67	\$8,084.04
32.	12	Mo.	Clean two (2) elevators at Parking Garage #3 735 5 th Street, Corner of 5 th and Beaver Streets, Santa Rosa, CA 95404 (320408)	\$367.64	\$4,411.68
33.	12	Mo.	Clean two (2) elevators at Parking Garage #12 555 1 st Street Santa Rosa, CA 95404 (320405)	\$459.55	\$5,514.60
34.	12	Mo.	Clean two (2) elevators and attendant restroom at Parking Garage #1, 521 7 th Street between "B" Street and Mendocino Avenue. (320501)	\$489.85	\$5,878.20
35.	12	Mo.	Suite #9 & 10, clean 2 days per week at 55 Stony Point Road, Santa Rosa, CA 95401	\$75.75	\$909.00
			Total		\$295,643.16
			5% Contingency		\$14,782.16