

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: ALAN ALTON, ACTING CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
KIMBERLY ZUNINO, DEPUTY DIRECTOR WATER
ADMINISTRATION – WATER DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: GENERAL SERVICE AGREEMENT AWARD – WATER
DEPARTMENT JANITORIAL SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

The Finance and Water Departments recommend that the Board of Public Utilities, by motion, approve a three-year General Services Agreement, F001622, for janitorial services with two one-year extension options for Water Department facilities with James Furuli Investment Co. Inc., DBA Environmental Dynamics, Petaluma, CA, in the amount of \$332,192.08, with a \$10,000 contingency for miscellaneous services, for a total not to exceed amount of \$342,192.08.

EXECUTIVE SUMMARY

The City periodically bids for janitorial services specific to Water Department facilities, including the Utility Field Offices, the Laguna Treatment Plant, Compost facility, and Pump Stations. The current contract expires on February 28, 2018.

BACKGROUND

Water Department Janitorial services are currently being performed under an Agreement due to expire on February 28, 2018, and there are no renewal options available under the current agreement. The services provided are for various Water Department facilities, with combined total square footage of 96,589.

On December 27, 2017 Invitation For Bids (IFB) 18-05, solicited by the City for Water Department janitorial services, was opened. Bids were opened and reviewed on January 22, 2018.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not Applicable

ANALYSIS

Of the twenty-two (22) prospective bidders identified on the City's electronic bid platform, three bidders responded with written responsive and responsible offers, see results as follows:

BIDDER NAME	Bid Item Sections I
James Furuli Investment Co., Inc Dbas Environmental Dynamics Petaluma, CA	\$332,192.08
Universal Building Services Richmond, CA	\$440,646
ADS-Myers Gardnerville, CA	\$612,179.66

In addition to the scope of services upon which the vendors bid, the City requested bids include a \$10,000 contingency for any miscellaneous cleaning services outside of the original scope of work that may be required during the term of the contract. This contingency request is found at Exhibit B, Section III of the Agreement. Staff has determined that the bid submitted by James Furuli Investment Co. Inc., DBA Environmental Dynamics, Petaluma, CA is the lowest responsive and responsible bid submitted for IFB 18-05.

FISCAL IMPACT

Funds for this operational expense have been allocated in the fiscal year 2017-18 budget of various Water Department Operational Key numbers, and will be allocated in subsequent years' when approved by Council.

ENVIRONMENTAL IMPACT

Not Applicable. 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

ATTACHMENTS

- Attachment 1 – General Services Agreement, to include Exhibits A – C and Insurance

CONTACT

Alan Alton, Acting Chief Financial Officer – Finance Department ,707-543-3093,
aalton@srcity.org

Kimberly Zunino, Deputy Director Water Administration – Water Department, 707-543-3704, kzunino@srcity.org

Brandalyn Tramel, Purchasing Agent – Finance Department, 707-543-3706,
btramel@srcity.org

Jennifer Myles, Senior Buyer – Finance Department, 707-543-3709, jmyles@srcity.org