

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
AUTHOR, AMY CARTER, BUYER, FINANCE DEPARTMENT
SUBJECT: AUTHORIZATION TO AMEND GENERAL SERVICES
AGREEMENT NUMBER F001318 JANITORIAL SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, 1) approve a Sixth Amendment to General Services Agreement Number F001318 with Fishman Supply Company, Petaluma, California, for janitorial supplies extending the agreement for an additional one-year term and increasing compensation by \$80,000, for a total not-to-exceed amount of \$381,645.71; and 2) ratify the Fifth Amendment dated December 11, 2019, to Agreement Number F001318, which increased compensation by \$98,000 for a total not-to-exceed amount of \$301,645.71.

EXECUTIVE SUMMARY

This contract provides janitorial supplies to the City of Santa Rosa. Janitorial supplies are used by all City departments for the maintenance of sanitary conditions in City facilities.

BACKGROUND

On December 27, 2016, the City Manager approved General Services Agreement (GSA) F001318 for the purchase of janitorial supplies to Fishman Supply Company, Inc., Petaluma, California. The original Agreement was for a one-year term with four (4) one-year extensions in an amount not-to-exceed \$16,371.14. The First Amendment added product and increased compensation in the amount of \$50,874.54. The Second Amendment extended the term and increased compensation in the amount of \$67,700. The Third Amendment changed the brand and price of one item and increased compensation in the amount of \$700. The Fourth Amendment extended the term and increased compensation in the amount of \$68,000. The Fifth Amendment extended the

term and increased compensation in the amount of \$98,000. This Sixth Amendment is to extend the term for one (1) year and increase compensation by \$80,000.

Janitorial supplies are used by all City departments for the maintenance of sanitary conditions in City facilities. The janitorial supply items are stored in the City's central warehouse and distributed to various user departments from inventory as needed.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

Fishman Supply Company has agreed to amend the contract to extend for an additional year with a 1% increase in contract pricing on twenty-six (26) of the 45 items on the contract. The current Producer Price Index (PPI) for San Francisco/Oakland/San Jose indicates a 1.8% increase in sanitary paper supplies and a 3% increase in chemicals in the last year. Based on the current PPI price data, staff concludes that it is in the City's best interest to extend the contract with Fishman Supply Company. Satisfactory services continue to be provided.

With approval of the Sixth Amendment, the cumulative amount of GSA Number F001318 will be \$381,645.71. Under the City's Contract/Purchase Order Modification Policy III-9, the Sixth Amendment requires approval by the City Council.

In addition to approving the Sixth Amendment to F001318, staff also requests that the Council ratify the Fifth Amendment (dated December 11, 2019) to Agreement Number F001318, which increased compensation by \$98,000 for a total not-to-exceed amount of \$301,645.71. Prior interpretation of the City Code and Purchasing policies allowed for staff-level approval of the Fifth Amendment; however, staff requests Council's ratification of the Fifth Amendment at this time because Council approval would have been a more consistent interpretation of the award authority for the City Manager (\$100,000) and Purchasing Agent (\$50,000) established in section 3.08-110 of the City Code and other related City purchasing policies.

FISCAL IMPACT

Funds for this operational expense have been appropriated in Fiscal Year 2020-21 within various departments' operating budget, and as a regular operating expenditure and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the

California Environmental Quality Act (CEQA) under section 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 that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Sixth Amendment

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