

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: GSA EXTENSION – FIRST AMENDMENT TO GENERAL  
SERVICES AGREEMENT F001349 UNIVERSAL SITE SERVICES  
INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the First Amendment to General Services Agreement (GSA) F001349 with Universal Site Services Inc., Milpitas, California, to provide sweeping services for an additional two years and increase compensation by \$140,380.64, for a total amount not to exceed \$299,901.28.

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EXECUTIVE SUMMARY

The City Parking and Transit Divisions utilize sweeping services in the downtown parking garages, parking lots, and the two transit hubs in order to keep these areas free and clean of debris in order to provide a more enjoyable experience for all those who use these City maintained facilities. The current GSA is set to expire on August 31, 2018.

BACKGROUND

On April 4, 2017, the City Council, by Resolution, approved GSA F001349, for a two-year term retroactive to September of 2016 in order to facilitate payment for services previously provided. Additionally, multiple extension options are available to the City as written within the original GSA not to exceed a total of three years. The City wishes to exercise the lone two-year renewal option and add compensation in the amount of \$140,380.64 for sweeping services. This is the first renewal option to be exercised and the City will have one additional option year remaining at the conclusion of Amendment 1, if approved. The sweeping services to be performed include sweeping the City parking garages, parking lots, Westside Transfer Center and Downtown Transit Mall.

The GSA includes provisions that sweeping services shall be provided in accordance with all City ordinances and applicable federal, state and local laws and shall comply with

all permits, licenses, and approvals required by any regulatory authorities. Equipment used shall meet all California air emission requirements.

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 performed.

#### PRIOR CITY COUNCIL REVIEW

On April 4, 2017, the City Council, by Resolution, approved GSA F001349

#### ANALYSIS

During the term of the GSA, the vendor has provided sweeping services and debris removal to City parking garages, parking lots and transit hub stations. City staff receiving the services have indicated the vendor has provided exemplary service throughout the current GSA term.

The City Council approved the GSA on April 4, 2017, following a competitive solicitation.

See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	April 4, 2017	Two-Year agreement	\$159,520.64	City Council
<b>First Amendment</b>	<b>TBD</b>	<b>Extend two years, add compensation</b>	<b>\$140,380.64</b>	<b>City Council</b>
<b>Total Cumulative Contract Value Pending</b>			<b>\$299,901.28</b>	

With approval of the First Amendment, the cumulative value of GSA F001349 will be \$299,901.28. Under the City's Contract/Purchase Order Modification Policy III-9, the First Amendment requires approval by the City Council. There is no increase to pricing as previously provided under the terms of the GSA.

#### FISCAL IMPACT

Funds for this expense are included in the current fiscal year and will be included in the proposed budget for Fiscal Year 2019-20 as a normal operating expense 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 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

- Resolution/Exhibit A – First Amendment to General Services Agreement F001349

CONTACT

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