

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT AWARD – SWEEPING SERVICES FOR CITY
PARKING AND TRANSIT SITES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Transportation and Public Works Departments that the Council, by resolution, approve a two-year general services agreement with three 1-year renewal options for sweeping services to Universal Site Services, Santa Rosa, California, in the total amount not to exceed \$159,520.64, with a retroactive effective date of September 1, 2016.

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 swept and clean from debris on a regular basis. Universal Site Services (USS) held the previous agreement for sweeping services which expired on August 31, 2016. If approved, this new agreement will be effective retroactively to September 1, 2016.

BACKGROUND

On July 25, 2016, the City issued Request for Quotes (RFQ) 16-35 for the performance of sweeping services in City parking and transit facilities to commence on September 1, 2016, following the expiration of the prior agreement for sweeping services on August 31, 2016.

The RFQ provided for services to be performed, per a City-defined schedule, on a weekly basis in City downtown garages and parking lots and on a daily basis at the Downtown Transit Mall and the Westside Transfer Center.

AGREEMENT AWARD – SWEEPING SERVICES

PAGE 2 OF 3

USS was determined to be the lowest responsive and responsible bidder. In order to provide City departments with continuous service, USS and the City agreed to begin services at the rates proposed in the bid response, to begin on September 1, 2016.

This agreement was memorialized through two purchase orders for the performance of sweeping services for the months of September through December, 2016. Payments totaling \$19,690.08 were made against the two purchase orders.

USS has been performing sweeping services without an agreement in place since January 2017.

The proposed agreement includes requirements that sweeping services shall be provided in accordance with all City ordinances and applicable federal, state and local laws and shall comply with all licenses, permits 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 driveway and parking stalls. Removal of debris, including in planted areas of the sites, is also to be done when services are performed.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

Of the eleven prospective bidders on the Planet Bids list, two responses were received and one response was considered responsive and responsible to the bid requirements. A third vendor had initially provided a response but withdrew the submission, stating they did not submit a bid with the required prevailing wages as stated within the solicitation.

USS is a large company, serving multiple customers in the Western United States that is highly qualified and experienced to provide this service.

The purchase orders with USS cover the performance of sweeping services for the period of September 1, 2016 through December 31, 2016 and would therefore overlap with the services under the agreement under consideration by the City Council. To remove this overlap, the Purchasing Agent and USS will execute an agreement to rescind both purchase orders effective upon approval of the proposed agreement by the City Council. Because the purchase orders will be rescinded and USS has been

AGREEMENT AWARD – SWEEPING SERVICES
PAGE 3 OF 3

performing sweeping services without an agreement in place for the period of January, 2017 through the present, the proposed agreement has a retroactive effective date of September 1, 2016.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2016-17 adopted budget within the departments that utilize the service and as a regular operating expenditure, 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

- Resolution

CONTACT

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