

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: KIMBERLY ZUNINO, DEPUTY DIRECTOR, SANTA ROSA
WATER
BRANDALYN TRAMEL, PURCHASING AGENT
FINANCE DEPARTMENT
SUBJECT: SECOND AMENDMENT – GENERAL SERVICES AGREEMENT
F001626 JANITORIAL SERVICES FOR SANTA ROSA WATER

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Santa Rosa Water (SRW) and Finance Departments that the Board of Public Utilities, by resolution, approve the Second Amendment to General Service Agreement F001626 for a two-year extension with a 5% increase in unit price, and increase of funds in the amount of \$348,877.44 for janitorial services for the SSRW facilities with James Furuli Investment Company, Inc. dba Environmental Dynamics, Petaluma, California, plus an additional \$80,000 in contingency funding for miscellaneous services.

EXECUTIVE SUMMARY

On February 15, 2018, the Board of Public Utilities approved award of General Service Agreement F001626 for three years, with two one-year extension options. The contractor continues to provide satisfactory services and the agreement is due to expire February 28, 2021.

BACKGROUND

SRW janitorial services are currently being performed for various SRW facilities, with combined total square footage of 96,589.

During the COVID-19 Pandemic, SRW has been utilizing the contingency for additional cleaning and sanitization at various SRW locations. SRW has implemented cleanings on days outside of the regular cleaning schedule and included cleanings, as requested, for meetings held in the spaces used for meetings and trainings that require physical attendance. In addition, when there is a COVID-19 exposure at one of the facilities, there is an additional sanitation process performed to decrease possible risk of exposure.

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PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On February 15, 2018, the Board of Public Utilities awarded General Service Agreement F001626.

ANALYSIS

The City and James Furuli Investment Company, Inc. dba Environmental Dynamics entered into an agreement on March 1, 2018 awarded by the Board of Public Utilities. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	February 15, 2018	Three Years with two (2) one-year extension options	\$332,192.08 plus \$10,000 contingency funds	BPU
First Amendment	May 21, 2020	Funds for Third Year Services	\$166,096.04 plus \$70,000 contingency funds	BPU
Second Amendment	Pending	Two Year Extension and increase in funds	\$348,877.44 plus \$80,000 contingency funds	BPU
Cumulative Contract Value			\$847,165.56	

With approval of the Second Amendment, the cumulative value of Agreement F001626 will be \$847,165.56, plus a contingency amount not to exceed \$160,000. Under the City's Contract/Purchase Order Modification Policy III-9, the Second Amendment of GSA F001626 requires approval by the Board of Public Utilities.

Since the COVID-19 Pandemic period is unknown, SRW requests an additional contingency amount of \$80,000 for miscellaneous services due to the COVID-19 Pandemic for any additional cleaning requirements, and other miscellaneous cleaning that may be identified through the term of the Agreement.

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FISCAL IMPACT

Funds required for this operational expense are included in the yearly budgeting process that is approved by City Council. Expenses in Fiscal Year 2019-20 are already budgeted and approved and future years will not have a fiscal impact on SRW's expenditures.

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 – Second Amendment to General Services Agreement Number F001626 with James Furuli Investment Company, Inc. dba Environmental Dynamics

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