

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
SUBJECT: SECOND AMENDMENT TO PURCHASE ORDER NUMBER
165140 WITH UNIVERSAL SITE SERVICES, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Second Amendment to Purchase Order 165140 with Universal Site Services, Inc., Milpitas, California, for sweeping services at City parking lots, garages, and transit hubs in an amount of \$65,134.32 for a total not to exceed amount of \$262,537.28.

EXECUTIVE SUMMARY

The Transportation and Public Works Department (TPW) and the Parking Division of the Finance Department utilize sweeping services at City parking garages, parking lots, and transit hubs to keep these areas swept and clean from leaves and debris.

BACKGROUND

On May 24, 2021, Invitation for Bid (IFB) 21-31 was opened by the Purchasing Department for sweeping services at City parking lots, garages, and transit hubs. Universal Site Services, Inc. (USS) was determined to be the lowest responsive and responsible bidder.

PRIOR CITY COUNCIL REVIEW

On August 31, 2021, the City Council approved a bid award and issuance of Purchase Order (PO) 165140 for two-years, with an additional three (3) one-year extension options to USS in the amount not to exceed \$132,268.64.

ANALYSIS

PO 165140 expires on August 31, 2024. USS has submitted a one-year extension proposal with no increase in unit cost. See PO History Below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	August 31, 2021	Purchase Order	\$132,268.64	City Council
First Amendment	June 28, 2023	Extend the term one-year and increase compensation	\$65,134.32	City Manager
Second Amendment	Pending	Extend term one-year and increase compensation	\$65,134.32	City Council
Total Cumulative Contract Value Pending			\$262,537.28	

Under the City’s Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2024-25 budget within various departments and, as a regular expenditure, will be included in subsequent years’ budget requests when presented to the Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 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 no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

PRESENTER

Brandalyn Tramel, Purchasing Agent
Jeremy Gundy, Deputy Director, Field Services
Chad Hedge, Parking Manager