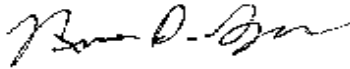


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members
FROM: Michael Kirn, Public Works Director/City Engineer
DATE: August 4, 2015
SUBJECT: Consideration of a Resolution Awarding a Contract to Universal Building Services and Supply Co. (UBS) for Janitorial Maintenance Services, Approving a Budget Adjustment in the Amount of \$37,100 derived from General Fund Proceeds, and Authorizing the City Manager to Execute the Contract

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

ISSUE: Consideration of a Resolution that:

1. Awards a contract to Universal Building Services and Supply Co. (UBS) for Janitorial Maintenance Services for certain City buildings in the amount of \$66,281 annually (or portion thereof) plus \$115 per special event cleaning at the Community Center subject to UBS providing all documents in satisfaction of the bid award requirements.
2. Approves a Budget Adjustment increasing appropriations in the FY 2015/16 Building Maintenance Contract Services Budget, Account # 01-4127-4402 by \$37,100 derived from the General Fund.
3. Authorizes the City Manager to execute the Vendor Services contract on behalf of the City of Calistoga, including up to four annual extensions.
4. Directs staff to issue a notice of award to UBS and otherwise administer the Contract.

RECOMMENDATION: Adopt the Resolution.

BACKGROUND / DISCUSSION: The City circulated a Request for Proposals for Janitorial Maintenance Services on June 19, 2015. The pre-bid walk through was

23 attended by two vendors. The City received one bid from Universal Building Services
24 and Supply Co. for an annual janitorial maintenance cost of \$66,281 plus \$115 for each
25 cleaning of the Community Center after rental events.
26

27 Staff has reviewed the bid and performed due diligence on the information submitted.
28 Based on the reference checks staff recommends that the City Council award the annual
29 contract to Universal Building Services and Supply Co.
30

31 The annual cost of the Vendor Services Agreement is \$66,281. This includes 4-months of
32 service at the Logvy Pool. Assuming 80 special events cleaning of the Community
33 Center the estimated annual cost for cleaning the Community Center is \$9,200. The
34 contract is anticipated to start September 2015 with an adjusted FY 15/16 cost of
35 \$62,100. There are up to four annual extensions if mutually agreed.
36

37 A comparative analysis of contracted service verses city staff suggests the contracted
38 services are 33% less than city staff. City staff would be freed up to address deferred
39 building maintenance needs and other critical projects.
40

41 **COUNCIL GOALS:** The project advances Goal 2: Offer excellent professional service to
42 all customers; Priority Project 1: Research and implement various opportunities for
43 outside service agencies or private companies to provide routine city functions in order to
44 free City staff for higher-level activities and special projects.
45

46 **CEQA REVIEW:** This agreement is not subject to CEQA review.
47

48 **FISCAL IMPACT:** The FY 2015/16 Operating Budget has \$25,000 in appropriations
49 under Account Number 01-4127-4402 for this contract. The recommended resolution
50 includes a Budget Adjustment increasing appropriations by \$37,100 for a FY 2015/16
51 total of \$62,100. A cleaning fee of \$115 will be charged to renters of the Community
52 Center to cover the costs of cleaning with revenues used to offset the cost of the
53 contracted services.
54

55 **ATTACHMENT:**

- 56
- 57 1. Resolution
 - 58 2. Vendor Services Agreement

RESOLUTION NO. 2015-XXX

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2
3 **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,**
4 **COUNTY OF NAPA, STATE OF CALIFORNIA, AWARDING A CONTRACT TO**
5 **UNIVERSAL BUILDING SERVICES AND SUPPLY CO. FOR JANITORIAL**
6 **MAINTENANCE SERVICES, APPROVING A BUDGET ADJUSTMENT IN THE**
7 **AMOUNT OF \$37,100 DERIVED FROM THE GENERAL FUND, AND**
8 **AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT**
9

10 **WHEREAS**, a request for proposals was circulated on June 19, 2015 and one bid
11 was received from Universal Building Maintenance and Supply Co. (UBS) in the amount of
12 \$66,281 annually for janitorial maintenance services for City Hall, Community Center,
13 Police Department, various public restrooms, Logvy Community Pool and the Fire Station;
14 and
15

16 **WHEREAS**, the bid proposal from UBS included a fee of \$115 for cleaning the
17 Community Center after rental events; and
18

19 **WHEREAS**, City staff has confirmed that the bid from Universal Building
20 Maintenance and Supply Co. (UBS) satisfies the bidding requirements for the services as
21 described in the bid instructions; and
22

23 **WHEREAS**, staff has determined that UBS possesses the required license(s) for
24 this work and is otherwise qualified to perform the services in accordance with the Contract
25 documents; and
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27 **WHEREAS**, Staff recommends that the bid be awarded to UBS in the amount of
28 \$62,100 for FY 15/16 (prorated for shorted contract year) with provisions for automatic
29 renewal for up to 4 years if mutually agreed to by the City and the Vendor.
30

31 **NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Calistoga
32 as follows:
33

- 34 1. Finds that the bid from Universal Building Services and Supply Co. is a
35 responsible bidder and waives any and all minor bid irregularities.
36
- 37 2. Approves a Budget Adjustment increasing appropriations in the FY 2015/16
38 Building Maintenance Contract Services Budget, Account # 01-4127-4402 by
39 \$37,100 derived from General Funds to fund the Vendor Services Agreement.
40
- 41 3. Awards the contract to Universal Building Services and Supply Co. in the amount
42 of \$62,100 for FY 15/16 for Janitorial Maintenance Services for various City
43 buildings conditioned upon UBS providing all documents in satisfaction of the bid
44 award requirements.
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- 46 4. The City Manager is hereby authorized to execute the Contract, and any
47 renewals, on behalf of the City of Calistoga.
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- 49 5. Directs staff to issue a notice of award to Universal Building Services and Supply
50 Co. and otherwise administer the Project.
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PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **4th day of August**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk