



## Agenda Report

21-1227

Agenda Date: 1/12/2021

### REPORT TO COUNCIL

#### SUBJECT

Action on the Award of Purchase Orders to Universal Site Services, Inc. for Sweeping Services through June 30, 2025

#### COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

#### BACKGROUND

The Department of Public Works (DPW) maintains the Parking Maintenance District No. 122 (Franklin Square) parking lots and exterior grounds, as well as the six-level Tasman parking structure. The parking lots, interior walkways and stairwells need to be swept and trash receptacles need to be serviced on a regular basis at Franklin Square to keep the area clean, safe and visually appealing. The City is legally obligated to perform exterior landscape and hardscape maintenance at Franklin Square through the terms of the maintenance district. The maintenance for the Tasman parking structure is only performed monthly due to limited use and does not include event days, which is covered through StadCo.

The City has contracted for sweeping services at Franklin Square over the last few decades. The sweeping services for the Tasman parking structure were previously performed by DPW staff. However, a strategic decision was made not to replace the only street sweeper vehicle that was short enough to enter the parking structure to reduce the size of the fleet because it was very rarely used outside of sweeping the Tasman parking structure. The street sweeper reached the end of its useful lifecycle and was removed from the fleet to reduce costs and it is more cost efficient to contract the once a month sweeping service out. The current cost for a contractor to provide monthly service is approximately \$300 per month. The cost for the City to own and maintain the smaller sized street sweeper averages about \$830/month (excluding staff operator time), and the replacement sweeper would cost the City approximately \$150,000.

#### DISCUSSION

On July 23, 2020, the City issued a Request for Bid (RFB) for sweeping services using the City's e-procurement system, BidSync. The City received three responsive bids from Contract Sweeping dba Universal Site Services, Inc. (Milpitas, CA); Transpacific Building Maintenance, Inc. (Santa Clara, CA); and Bernardini Enterprises, Inc. (Oakland, CA). The Bid Summary is included as Attachment 1. Universal Site Services' bid in the annual amount of \$29,400 was determined to be the lowest responsive bid. The initial term of the purchase order is eight months, after which the City may exercise up to four one-year options to renew the purchase order. To prevent a disruption of services, staff issued a purchase order (Attachment 2) to Universal Site Services, Inc. on October 2, 2020 in the amount of \$22,050 that expires on June 30, 2021.

After the initial term, the City may, at its sole discretion, exercise four one-year annual extensions, for a total term of five years ending on June 30, 2025 if all options are exercised. Pricing is fixed for the initial term, and subject to annual increases upon the vendors request and justification for the increase, and approval by the City. In the event the City elects to exercise its option for annual renewals, price adjustments that are tied to CPI, PPI, or relevant industry specific index will be considered by the City. Staff is requesting approval for the four one-year term options.

### **ENVIRONMENTAL REVIEW**

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301 "Existing Facilities," as the activity consists of the repair, maintenance or minor alteration of existing facilities involving no or negligible expansion of the use beyond that presently existing.

### **FISCAL IMPACT**

The annual cost of the sweeping services totals \$29,400, including \$25,800 for Franklin Square and \$3,600 for the Tasman garage. The FY 2020/21 Operating Budget for the Downtown Parking Maintenance District Fund contains funding for the Franklin Square sweeping services. The FY 2020/21 Operating Budget for the General Fund's Landscape Maintenance program will be able to absorb the additional \$300 per month contractual services expenditures for the Tasman Garage sweeping so no additional appropriations are needed at this time. Funding for future years will be incorporated into the budget development process.

### **COORDINATION**

This report has been coordinated with the Finance Department and the City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

Authorize the City Manager to execute up to four one-year options to renew the purchase order with Universal Site Services, Inc. through June 30, 2025, subject to the annual appropriation of funds.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Bid Summary
2. Purchase Order 25232 with Universal Site Services, Inc.