



Napa County

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Legislation Text

File #: 21-953, Version: 1

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works

REPORT BY: Andrea Salter - Staff Services Analyst I

SUBJECT: Professional Services Agreement with Universal Site Services, Inc. for Vehicle Power Sweeping Maintenance Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Universal Site Services, Inc. for an annual maximum amount of \$6,000 for routine services and \$23,000 for non-routine/on-call services for the term October 19, 2021 through June 30, 2024 with the option to extend annually for two (2) additional years at the maximum of \$6,240 for routine services and \$25,000 for non-routine/on-call services in years four and five for power sweeping and cleaning of the 5th Street Parking Garage, other County owned parking facilities, and a portion of Napa County Airport.

EXECUTIVE SUMMARY

Approval of this agreement will allow the County to have a contracted service provider for regular power sweeping and cleaning services located at the 5th Street Parking Garage and non-routine/on-call power sweeping and cleaning services at other County owned parking facilities and a portion of Napa County Airport.

Universal Site Services, Inc. was selected through a competitive request for proposal process and is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	5020000 (5th Street Parking Garage), 5010000 (Airport) and 4300000 (Property Management)
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	An outside contractor is needed to maintain parking facilities and the Airport in a clean, safe and presentable condition.
Is the general fund affected?	No
Future fiscal impact:	The agreement will span three fiscal years with the option to renew for two additional years at a cost increase. The amount corresponding to each fiscal year will be budgeted accordingly in future fiscal years.
Consequences if not approved:	There would not be a maintenance contract for power sweeping services and cleaning at County-owned and maintained parking facilities or the Napa County Airport.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Today's action would allow the County to enter into an agreement for regular power sweeping and cleaning services at the 5th Street Parking Garage and non-routine/on-call power sweeping and cleaning services at other County owned parking facilities and a portion of Napa County Airport. Universal Site Services, Inc. provided these services at the 5th Street Parking Garage and other County-owned parking facilities under Agreement No. 190131D, which expired on September 30, 2021. County staff issued a Request for Proposals (RFP) on August 2, 2021. A total of two vendors submitted proposals. Universal Site Services, Inc. was chosen as the recommended provider based on a scoring and evaluation process that included consideration of company history, qualifications, environmental practices, and pricing.

Approval of this Agreement with Universal Site Services, Inc. will provide routine maintenance services and allow for non-routine/on-call services with a maximum annual amount of \$29,000 in years 1-3 (Fiscal Years 2022 - 2024) and a maximum annual amount of \$31,240 in the optional additional years 4-5 (Fiscal Years 2025 and 2026).