



June 18, 2021

TO: CADA Board of Directors

**SUBJECT: June 25, 2021, Special Board Meeting
AGENDA ITEM 12
FY 2021-2022 MAINTENANCE SERVICES CONTRACTS**

CONTACT: Tara Gandara, Contracts & Office Manager

RECOMMENDED ACTION:

Staff recommends that the Board, by separate resolutions, award FY 2021-2022 Maintenance Service contracts to the following contractors:

A	Floor Coverings – Repair/Replacement California Renovations/RCO Flooring	Not-to-exceed \$189,008
B	Landscape and Lawn Care Elite Service Experts	Not-to-exceed \$117,990
C	Vacant Apartment Cleaning/Emergency Water Extraction 2Go Building Maintenance	Not-to-exceed \$90,000

BACKGROUND

Of the three service contracts coming before the Board for approval at the June 25 Board meeting, CADA staff followed a formal bid process and solicited proposals for one of the contracts – FY Floor Coverings Repair and Replacement. The remaining maintenance service contracts being recommended for approval are extensions of current contracts for Landscaping and for Vacant Apartment Cleaning/Emergency Water Extraction.

A. FY Floor Coverings Repair/Replacement

Floor Coverings Repair/Replacements bids were due on Friday, June 11, 2021. CADA only received a single bid from California Renovation/RCO Flooring (see **Attachment 1:** Bid Tabulation Form – Floor Coverings Repair/Replacement) ¹. The not-to-exceed contract amount for FY 2021-2022 is \$189,008.

¹ In reviewing the bid tabulations, it is important to note that the bids consisted of extensions of the contractors' unit prices, based upon CADA's estimate of the volume of work. Accordingly, the bid amounts indicated on the bid tabulations do not necessarily align with the indicated not to exceed contract amount being recommended by staff.

B. Landscape and Lawncare — Extension

CADA selected Elite Service Experts in FY 2019-2020 to provide landscape and lawncare services. The contract's term is one year, with the option for four (4) one-year extensions with an allowable increase not to exceed five percent (5%) from the previous year based on the U.S. Department of Labor Statistics Consumer Price Index (CPI) for fuel costs. To extend the contract, CADA must give notice to the contractor at least ninety (90) calendar days prior to expiration and the contractor must provide written acceptance within ten (10) calendar days. In April, CADA notified Elite of its desire to extend the contract, and Elite responded that it was prepared to accept this extension with a 3.5% rate increase for FY 2021-2022. The not to exceed contract amount is \$117,990.

C. Vacant Apartment Cleaning/Emergency Water Extraction — Extension

In June 2019, CADA selected 2Go Building Maintenance to provide Vacant Apartment Cleaning/Emergency Water Extraction services for FY 2019-2020. The contract's term is one year, with the option for four (4) one-year extensions. To extend the contract, CADA must give notice to the contractor at least ninety (90) calendar days prior to expiration and the contractor must provide written acceptance within ten (10) calendar days. In April, CADA notified 2Go of its desire to extend the contract, and 2Go responded that it was prepared to accept this extension. For the extension to take effect on July 1, 2021, the Board must approve it at the June meeting. The not to exceed contract amount is \$90,000.

POLICY ISSUES

The contract awards for Landscape and Lawncare, Floor Coverings, and Vacant Apartment Cleaning/Emergency Water Extraction come before the Board for approval because the individual contract amounts for these services exceed the \$50,000 contract authority limit of the Executive Director.

STRATEGIC PLAN

This action contributes to the achievement of CADA's Strategic Plan goals to "provide mixed income housing with superior property management."

FISCAL IMPACT

The contract awards recommended for approval at this meeting are included in the FY 2021-2022 Operating Budget proposed for adoption at this meeting. As noted above, the not to exceed contract amounts for FY 2021-2022 are the same as the FY 2020-2021 amounts except for Landscape and Lawncare, where the not to exceed amount has been increased to \$117,990.

ENVIRONMENTAL REVIEW

Not applicable. This is an administrative action and is not subject to the guidelines of the California Environmental Quality Act.

CONTRACT AWARD CONSIDERATIONS

All of the contract awards being brought before the Board for action are with businesses located in Sacramento County, and one, 2Go Building Maintenance, is located within the City of Sacramento.

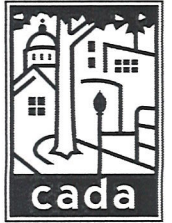
In addition to the three contracts currently being brought before the Board, ten additional maintenance service contracts, which are within the \$50,000 contract authority limit of the Executive Director, were put out to bid. They include Awning Replacement and Repair, Bathtub

and Sink Refinishing Service, Bed Bug Heat Treatments, Elevator Maintenance, General Contractor, General Pest Control, Janitorial Service – 1619 Q Street and 701 S Street, Toxic Abatement, Window Coverings Cleaning and Repair, and Boilers Repair & Replace.

In addition to placing the bid notice on CADA's website, bid packages were made available through eleven builders' exchanges.

Attachments:

1. Bid Tabulation Form – FY Floor Covering Repair & Replace



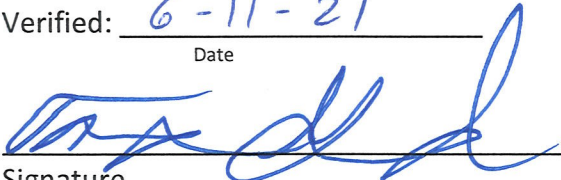
CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

Project: FY Floor Covering Repair & Replace – Various Locations, Sacramento – FY 2021-2022

Bid Opening: Friday, June 11, 2021 @ 2:00 p.m. @ 701 S Street, Sacramento

	Name of Company	Bid
1.	California Renovations	\$ 189,008.00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: 6-11-21
Date


Signature


Signature

RESOLUTION NO. 21- 27

Adopted by the Capitol Area Development Authority

June 25, 2021

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH CALIFORNIA RENOVATIONS/RCO FLOORING FOR FY FLOOR COVERING REPAIR & REPLACE

WHEREAS, in June 2021 CADA conducted a formal bid process for the 2021-2022 FY Floor Covering Repair & Replace contract; and

WHEREAS, California Renovations/RCO Flooring was the only bidder and is qualified to provide the service.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that:

The Executive Director is hereby authorized, on behalf of the Authority, to enter into a contract for one (1) year with California Renovations/RCO Flooring for FY Floor Coverings Repair/Replace at Various Locations.

The total compensation payable under the above contract shall not exceed One Hundred Eighty-Nine Thousand Eight dollars (\$189,008).

Ann Bailey, Chair

ATTEST:

Jill Azevedo
Acting Secretary to the Board of Directors

RESOLUTION NO. 21 - 28

Adopted by the Capitol Area Development Authority

June 25, 2021

**RESOLUTION EXTENDING THE
LANDSCAPING AND LAWNCARE SERVICE CONTRACT
WITH ELITE SERVICE EXPERTS**

WHEREAS, in June 2019, following a formal bid process, the CADA Board selected Elite Service Experts to provide Landscaping and Lawncare services during Fiscal Year 2019-2020; and

WHEREAS, the terms of the contract allow for a one year extension of the contract for up to five years with an allowable increase not to exceed five percent (5%) from the previous year; and

WHEREAS, to extend the contract, CADA must give notice to the contractor and the contractor must provide written acceptance; and

WHEREAS, Elite Service Experts was notified of CADA's desire to extend the contract and Elite responded that it was prepared to accept this extension with a 3.5% rate increase for FY 2021-2022.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that:

The Executive Director is hereby authorized to extend the Landscaping and Lawncare service contract for one (1) year on behalf of the Authority with Elite Service Experts.

The total compensation payable under the above contract shall not exceed the funding budgeted in the FY 2021-2022 General Fund Budget for Landscape and Lawncare Services, which totals One Hundred Seventeen Thousand Nine Hundred Ninety dollars (\$117,990).

Ann Bailey, Chair

ATTEST:

Jill Azevedo
Acting Secretary to the Board of Directors

RESOLUTION NO. 21 - 29

Adopted by the Capitol Area Development Authority

June 25, 2021

RESOLUTION EXTENDING THE CONTRACT WITH 2 GO BUILDING MAINTENANCE FOR VACANT APARTMENT CLEANING/EMERGENCY WATER EXTRACTION

WHEREAS in June 2019, following a formal bid process, the Board selected 2 Go Building Maintenance to provide Vacant Apartment Cleaning/Emergency Water Extraction Services during Fiscal Year 2019-2020; and

WHEREAS, the terms of the contract allow for a one year extension of the contract for up to five years at the same rates and terms; and

WHEREAS, to extend the contract, CADA must give notice to the contractor and the contractor must provide written acceptance; and

WHEREAS, 2 Go Building Maintenance was notified of CADA's desire to extend the contract and accepted the extension at the same rates and terms for 2021-2022.

NOW, THEREFORE, BE IT RESOLVED by the Capitol Area Development Authority that:

The Executive Director is hereby authorized, on behalf of the Authority, to extend the service contract for Vacant Apartment Cleaning/Emergency Water Extraction at Various Locations for one (1) year with 2 Go Building Maintenance.

The total compensation payable under the contract shall not exceed Ninety Thousand dollars (\$90,000).

Ann Bailey, Chair

ATTEST:

Jill Azevedo
Acting Secretary to the Board of Directors