



June 23, 2023

TO: CADA Board of Directors

**SUBJECT: June 30, 2023, Special Board Meeting
AGENDA ITEM 12
FY 2023-2024 MAINTENANCE SERVICES CONTRACTS**

CONTACT: Tara Gandara, Contracts & Office Manager/Board Secretary

RECOMMENDED ACTION:

Staff recommends the Board:

1. Ratify the adjustment requested by CADA upon extension of the 2-Go Building Maintenance contract at the beginning of FY 22-23 in the amount of \$82,000 for FY Vacant Apartment Cleaning & Emergency Water Extraction.
2. By separate resolutions, award FY 2023-2024 Maintenance Service contracts to the following contractors:

A	FY Bathtub & Sink Refinishing Rebuildit, Inc.	Not-to-exceed \$75,000
B	FY Countertop Replacements Rebuildit, Inc.	Not-to-exceed \$80,000
C	FY Vacant Apartment Cleaning & Emergency Water Extraction - Extension 2-Go Building Maintenance	Not-to-exceed \$172,000
D	FY Landscape & Lawncare Services - Extension Elite Service Experts	Not-to-exceed \$280,000
E	FY Waste Removal Services - Extension Republic Services of Sacramento	Not-to-exceed \$157,500

BACKGROUND

Of the five service contracts coming before the Board for approval at the June 30th Board meeting, CADA staff followed a formal bid process and solicited proposals for two of the contracts – FY Bathtub and Sink Refinishing and FY Countertop Replacements. The remaining maintenance service contracts being recommended for approval are extensions of current contracts for FY Vacant Apartment Cleaning and Emergency Water Extraction, FY Landscape and Lawncare Services, and FY Waste Removal Services.

A. FY Bathtub & Sink Refinishing

FY Bathtub & Sink Refinishing bids were due on Wednesday, June 14, 2024. CADA only received a single bid from Rebuildit, Inc. (see **Attachment 1**: Bid Tabulation Form – FY Bathtub & Sink Refinishing)¹. There was a second bid from our current contractor that was late and therefore was not included in the bid tabulation. The not-to-exceed contract amount for FY 2023-2024 is \$75,000.

B. FY Countertop Replacements

FY Countertop Replacements bids were due on Wednesday, June 14, 2024. CADA only received a single bid -- from Rebuildit, Inc. (see **Attachment 2**: Bid Tabulation Form – FY Countertop Replacements)². The not-to-exceed contract amount for FY 2023-2024 is \$80,000.

C. Vacant Apartment Cleaning and Emergency Water Extraction — Extension

In June 2019, CADA selected 2-Go Building Maintenance to provide Vacant Apartment Cleaning and Emergency Water Extraction services for FY 19-20 in the amount of \$90,000. 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.

2-Go has provided quality service, and under the terms of the contract, staff opted to extend the contract for fiscal years 20-21, 21-22, and 22-23. The contract was amended in each of those years due to overages related to the increased need for services. In FY 20-21 the contract was increased by way of a change order from \$90,000 to \$180,000. In FY 21-22 the contract was increased in the amount of \$80,000 as a result of a change order increasing the contract amount from \$90,000 to \$170,000. In FY 22-23 the contract was increased in the amount of \$82,000 from \$90,000 to \$172,000 by CADA's request upon extension. Each increase was made consistent with allowable increases under the terms of the contract; however, since staff is unable to locate a record of the Board's approval of the FY 22-23 extension increase, staff is returning to the Board at this time and recommending that the Board formally ratify the increase.

With residents continuing to spend more time at home after COVID-19 pandemic, there have been many more instances of floods, accidents, and other occurrences that require water extraction and cleaning services than originally anticipated when the contract went out to bid in 2019. There were also several vacated apartments that were left in such poor condition that an initial extensive cleaning was required before the regular task of turning the unit could begin. Other unanticipated costs arose out of the increased need to clean human waste and other fluids in hallways and common areas of CADA buildings. These unanticipated circumstances have resulted in an expected need for an increase upon contract extension in the amount of \$82,000 for FY 23-24.

In April, CADA notified 2-Go of its desire to extend the contract with an increase in the amount of \$82,000, totaling \$172,000 for the year. 2-Go responded that it was prepared to accept this extension. For the extension to take effect on July 1, 2023, the Board must approve it at the June meeting. The not-to-exceed contract amount is \$172,000.

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.

² 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. FY Landscape and Lawncare Services — Extension

In FY 2019-2020, CADA selected Elite Service Experts 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 annual 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.

Since Elite provided satisfactory service, staff opted to extend the contract for fiscal years 20-21, 21-22, and 22-23. The contract was amended in each of those years due to overages related to the increasing costs of labor, materials, and gas. In FY 20-21 the contract was increased by way of a change order from \$114,000 to \$230,000 that was approved by the Board on May 10, 2021. In FY 21-22 the contract was initially increased by 3.5% (\$3,990) of the allowed 5% upon extension from \$114,000 to \$117,990. In May of 2022 the contract was increased in the amount of \$100,000 as a result of a change order approved by the Board on May 13, 2022 increasing the contract amount from \$117,990 to \$217,990. In FY 22-23, the contract was increased in the amount of \$112,010 from \$117,990 to \$230,000 by CADA's request upon extension. On May 19, 2023 the contract was further adjusted in the amount of \$29,000 as a result of a Board approved change order increasing the contract amount from \$230,000 to \$259,000.

This past fiscal year, Elite tackled projects such as replacing and installing automatic sprinkler systems, landscape beautification projects such as the courtyard of 1317 O Street, landscaping at 17th Street Commons, and landscaping of 1615, 1617, and 1623 P Street. Elite also removed several large trees that were dying, damaging water lines, or in danger of falling on adjacent structures.

Due to the greater variety of additional landscaping needs displayed over the last three years and expected in the coming fiscal year, CADA notified Elite in April of its desire to extend the contract in the amount of \$280,000. This includes an increase of \$162,010 from \$117,990 to \$280,000. Elite responded that it was prepared to accept this extension. The not-to-exceed contract amount is \$280,000.

B. FY Waste Removal Services — Extension

CADA selected Republic Services of Sacramento in FY 2022-2023 to provide waste removal 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 Republic of its desire to extend the contract, and Republic responded that it was prepared to accept this extension with a 5% rate increase for FY 2023-2024. The not-to-exceed contract amount is \$157,500.

POLICY ISSUES

The contract awards for FY Bathtub & Sink Refinishing, FY Countertop Replacements, FY Vacant Apartment Cleaning & Emergency Water Extraction, FY Landscape and Lawncare Services, and FY Waste Removal Services 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 2023-2024 Operating Budget proposed for adoption at this meeting. As noted above, the not-to-exceed contract amounts for FY 2023-2024 include increases to the FY 2022-2023 contracts for FY Vacant Apartment Cleaning & Emergency Water Extraction with an increase in the not-to-exceed amount to \$172,000, FY Landscape and Lawncare Services with an increase in the not-to-exceed amount to \$280,000, and FY Waste Removal Services with an increase in the not-to-exceed amount to \$157,500.

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 two of these, Elite Service Experts and 2-Go Building Maintenance, are located within the City of Sacramento.

In addition to the five contracts currently being brought before the Board, thirteen additional maintenance service contracts, which are within the \$50,000 contract authority limit of the Executive Director, were put out to bid. They include Administrative Office Carpet Cleaning, Apartment Painting, Awning Replacement and Repair, Back-Up Plumber, Bed Bug Treatments, Commercial Storefront Doors, Electrical Services, Garage Door Repair, General Pest Control, Glass and Screen Repair, Janitorial Service – 701 S Street, Leaf Debris Removal, and Window Coverings Cleaning and Repair.

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 Bathtub & Sink Refinishing
2. Bid Tabulation Form – FY Countertop Replacements
3. Resolution 23-30 – FY Vacant Apartment Cleaning & Emergency Water Extraction – Ratification of FY 22-23 Extension Increase
4. Resolution 23-31 – FY Bathtub & Sink Refinishing
5. Resolution 23-32 – FY Countertop Replacements
6. Resolution 23-33 – FY Vacant Apartment Cleaning & Emergency Water Extraction - Extension
7. Resolution 23-34 – FY Landscape & Lawncare Services - Extension
8. Resolution 23-35 – FY Waste Removal Services - Extension




CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

Project: FY Bathtub & Sink Refinishing – Various Locations, Sacramento – FY 2023-2024

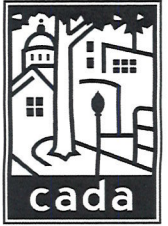
Bid Opening: Wednesday, June 14, 2023 @ 2:00 p.m. @ 1522 14th Street, Sacramento

	Name of Company	Bid
1.	REBUILDIT	36,200
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: 6/14/2023
Date


Signature


Signature



CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

Project: *FY Countertop Replacements – Various Locations, Sacramento – FY 2023-2024*

Bid Opening: *Wednesday, June 14, 2023 @ 1:30 p.m. @ 1522 14th Street, Sacramento*

	Name of Company	Bid
1.	<i>REBUILDIT</i>	<i>18,400</i>
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: *6/14/2023*
Date

[Signature]
Signature

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Signature

RESOLUTION NO. 23 - 30

Adopted by the Capitol Area Development Authority

June 30, 2023

**RESOLUTION RATIFYING THE ADJUSTMENT REQUESTED BY CADA UPON
EXTENSION OF THE 2-GO BUILDING MAINTENANCE CONTRACT C20-016 FOR THE
FY 2022-2023**

WHEREAS, staff is recommending the Board ratify the adjustment requested by CADA upon extension of the 2-Go Building Maintenance contract at the beginning of FY 22-23 in the amount of \$82,000 for FY Vacant Apartment Cleaning & Emergency Water Extraction.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Capitol Area Development Authority that it

1. Ratifies the adjustment requested by CADA upon extension of the 2-Go Building Maintenance contract at the beginning of FY 22-23 in the amount of \$82,000 for FY Vacant Apartment Cleaning & Emergency Water Extraction.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 23 – 31

Adopted by the Capitol Area Development Authority

June 30, 2023

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH REBUILDIT, INC. FOR FY 2023-2024 BATHTUB AND SINK REFINISHING

WHEREAS, CADA conducted a formal bid process for the FY 2023-2024 Bathtub and Sink Refinishing contract in May of 2023; and

WHEREAS, Rebuildit, Inc. 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 Rebuildit, Inc. for FY Bathtub and Sink Refinishing at Various Locations.

The total compensation payable under the above contract shall not exceed Seventy-Five Thousand dollars (\$75,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 23 – 32

Adopted by the Capitol Area Development Authority

June 30, 2023

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH REBUILDIT, INC. FOR FY 2023-2024 COUNTERTOP REPLACEMENTS

WHEREAS, CADA conducted a formal bid process for the FY 2023-2024 Countertop Replacement contract in May of 2023; and

WHEREAS, Rebuildit, Inc. 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 Rebuildit, Inc. for FY Countertop Replacement at Various Locations.

The total compensation payable under the above contract shall not exceed Eighty Thousand dollars (\$80,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 24 - 33

Adopted by the Capitol Area Development Authority

June 30, 2023

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH 2-GO BUILDING MAINTENANCE FOR FY 2023-2024 VACANT APARTMENT CLEANING AND EMERGENCY WATER EXTRACTION

WHEREAS, in May 2019, following a formal bid process, the CADA Board selected 2-Go Building Maintenance to provide Vacant Apartment Cleaning and Emergency Water Extraction during Fiscal Year 2019-2020 through 2023-2024; and

WHEREAS, the terms of the contract allow for a one-year extension of the contract for up to five (5) years; 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 with an increase of \$82,000 for a total of \$172,000, and 2-Go responded that it was prepared to accept this extension for FY 2023-2024.

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

The Executive Director is hereby authorized to extend the FY Vacant Apartment Cleaning and Emergency Water Extraction contract for one (1) year on behalf of the Authority with 2-Go Building Maintenance, and FY 2023-2024 is the final extension because this contract has a maximum of five (5) years.

With the requested increase by CADA in the amount of \$82,000, the total compensation payable under the contract shall not exceed One Hundred Seventy-Two Thousand Dollars (\$172,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 23 - 34

Adopted by the Capitol Area Development Authority

June 30, 2023

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH ELITE SERVICE EXPERTS FOR FY 2023-2024 LANDSCAPE AND LAWN CARE SERVICES

WHEREAS, in May 2019, following a formal bid process, the CADA Board selected Elite Service Experts to provide Landscaping and Lawncare Services during Fiscal Year 2019-2020 through 2023-2024; and

WHEREAS, the terms of the contract allow for a one (1) year extension of the contract for up to five (5) 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 with an increase of \$162,010 for a total of \$280,000, and Elite responded that it was prepared to accept this extension for FY 2023-2024.

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

The Executive Director is hereby authorized to extend the FY Landscaping and Lawn Care Services contract for one (1) year on behalf of the Authority with Elite Service Experts, and FY 2023-2024 is the final extension because this contract has a maximum of five (5) years.

With the requested increase by CADA in the amount of \$162,010, the total compensation payable under the above contract shall not exceed Two Hundred and Eighty Thousand Dollars (\$280,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 24 - 35

Adopted by the Capitol Area Development Authority

June 30, 2023

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT WITH REPUBLIC SERVICES OF SACRAMENTO FOR FY 2023-2024 WASTE REMOVAL SERVICES

WHEREAS, in November 2022, following a formal bid process, the CADA Board selected Republic Services of Sacramento to provide Waste Removal Services during Fiscal Year 2022-2023 through 2026-2027; and

WHEREAS, the terms of the contract allow for a one (1) year extension of the contract for up to five (5) 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, Republic Services of Sacramento was notified of CADA's desire to extend the contract, and Republic responded that it was prepared to accept this extension with a 5% rate increase for FY 2023-2024.

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

The Executive Director is hereby authorized to extend the Waste Removal Services contract for one (1) year on behalf of the Authority with Republic Services of Sacramento.

The total compensation payable under the contract shall not exceed One Hundred Fifty-Seven Thousand Five Hundred Dollars (\$157,500).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors