



February 15, 2024

TO: CADA Board of Directors

**SUBJECT: February 23, 2024, Board Meeting
AGENDA ITEM 10
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CHANGE
ORDER FOR THE UNIVERSAL WINDOW CLEANING CONTRACT C23-023**

CONTACT PERSON: Russ Juneau, Facilities Maintenance Manager
Frank Czajka, Construction & Rehabilitation Manager

RECOMMENDATION:

Staff recommends the Board adopt a resolution that authorizes the Executive Director to enter into a change order with Universal Window Cleaning, Inc. in the amount of \$13,000 for FY Window/Awning Cleaning and Pressure Washing.

BACKGROUND

In June 2022, CADA awarded a maintenance contract to Universal Window Cleaning, Inc. in the amount of \$49,900 for FY Window/Awning Cleaning and Pressure Washing. Universal originally bid \$64,040, however, due to COVID, CADA limited Universal's scope so the budget for this contract was lowered to \$49,500. The contract included one annual extension, to cover services through June 30, 2023. Because the vendor had performed satisfactorily, CADA in July 2023 extended the contract for FY 23-24.

In the current fiscal year, Maintenance has asked Universal to resume full cleaning of CADA's buildings, requiring more work than can be done within a \$49,500 budget. For this reason, a change order in the amount of \$13,000 is needed at this time to cover the additional work and expenses Universal has incurred since its contract was extended in July.

POLICY

This item comes before the Board because, with the requested change order, the current contract amounts will either exceed the \$50,000 contract amount or exceed the 10% or \$25,000 change order approval authority of the Executive Director. Staff is requesting that the Board approve a resolution authorizing the Executive Director to enter into the change order.

STRATEGIC PLAN

The proposed action addresses the following 2022-2026 CADA Strategic Plan goal: "Provide Superior Property Management."

FINANCIAL IMPACTS

The total contract amount for the contract, including the addition of the requested \$13,000 for additional work, is \$62,900, slightly under the original bid amount of \$64,040 from 2022. There are funds available to cover this adjustment in the FY 2023-24 Maintenance budget.

ENVIRONMENTAL ISSUES

This item does not require CEQA review or certification.

Attachments:

1. Resolution 24-14

RESOLUTION NO. 24 – 14

Adopted by the Capitol Area Development Authority

February 23, 2024

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
ENTER INTO A CHANGE ORDER FOR THE UNIVERSAL WINDOW
CLEANING CONTRACT C23-023**

WHEREAS, in July 2022 CADA entered into a maintenance contract with Universal Window Cleaning, Inc. in the amount of \$49,900 for FY Window/Awning Cleaning and Pressure Washing for FY 2022-2023; and

WHEREAS, in July 2023 CADA entered into an annual extension with Universal Window Cleaning, Inc. in the amount of \$49,900 for FY Window/Awning Cleaning and Pressure Washing for FY 2023-2024; and

WHEREAS, staff is recommending the Board approve a change order in the amount of \$13,000 to pay for additional costs to cover required additional work associated with CADA's building and grounds maintenance program.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Capitol Area Development Authority that the Executive Director is authorized to enter into a change order with Universal Window Cleaning, Inc. in the amount of \$13,000 for FY Window/Awning Cleaning and Pressure Washing.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors