



August 8, 2025

<b>TO:</b>	Capitol Area Development Authority (CADA) Board of Directors
<b>SUBJECT:</b>	<b>August 15, 2025 Board Meeting AGENDA ITEM 11 APPROVAL OF A CHANGE ORDER WITH 2-GO BUILDING MAINTENANCE FOR SUPPLEMENTAL BUILDING CLEANING</b>
<b>CONTACT:</b>	Merri Stutes, Resident Services Manager Tara Gandara, Contracts and Office Manager/Board Secretary

**RECOMMENDED ACTION:**

Staff recommends that the Board adopt a resolution authorizing the Executive Director to execute a change order with 2-Go Building Maintenance in the amount of \$8,693.67 for supplemental building cleaning services to cover the period from July 1, 2025 through September 30, 2025.

**BACKGROUND**

In September 2024, 2-Go Building Maintenance was awarded a contract not to exceed \$12,681.64 for supplemental building cleaning services at the properties located at 1428 14th Street, 1316 N Street, 1316, 1317, and 1327 O Street. Change orders totaling \$19,512.46 were issued since the start of the contract.

**POLICY ISSUES**

This contract is being used to supplement Resident Services Representatives staffing as an overall cost reduction and to support absences and vacancies on the team. This change order comes before the Board for approval because the current contract policy caps the Executive Director's change order authority for any given contract at a total of \$25,000 or 20%, whichever is higher. The proposed change order for this contract brings the total change orders cumulative amount to \$28,206.13, which is above the \$25,000 authority. Staff will plan to bring this policy issue to the Board at an upcoming Board meeting for consideration and potential amendment.

**STRATEGIC PLAN**

This action supports the achievement of CADA's Mission to build and maintain vibrant, sustainable, mixed-use neighborhoods that support California's capital city, as well as the Core Value of Customer Service. It also supports Objective 1: Ensure Fiscal Strength and Operational Excellence.

**FISCAL IMPACTS**

The proposed not-to-exceed change order amount of \$8,693.67 would cover the remaining three months expected for the term of this contract. There are enough funds to cover this in the existing FY 2025-2026 Operating Budget.

**ENVIRONMENTAL REVIEW**

Not applicable. This is an administrative action and is not a project subject to the guidelines of the California Environmental Quality Act (CEQA).

**CONTRACT AWARD CONSIDERATIONS**

2-Go Building Maintenance is located within the City of Sacramento.

Attachments:

1. Resolution 25-35

**RESOLUTION NO. 25 – 35**

Adopted by the Capitol Area Development Authority  
August 15, 2025

**RESOLUTION AUTHORIZING THE EXECUTIVE  
DIRECTOR TO EXECUTE A CHANGE ORDER WITH  
2-GO BUILDING MAINTENANCE FOR SUPPLEMENTAL  
BUILDING CLEANING SERVICES**

**WHEREAS**, in September 2024, 2-Go Building Maintenance was awarded a contract not to exceed \$12,681.64 for supplemental building cleaning services for the properties located at 1428 14th Street, 1316 N Street, 1316, 1317, and 1327 O Street;

**WHEREAS**, change orders totaling \$19,512.46 were issued since the start of the contract;

**WHEREAS**, a change order is needed in the amount of \$8,693.67; and

**WHEREAS**, the cumulative amount of these change orders exceeds \$25,000 or 20% of the contract, whichever is higher, and is above the Executive Director's authority for contract change orders.

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

The Executive Director is hereby authorized to execute a change order with 2-Go Building Maintenance in the amount of Eight Thousand Six Hundred Ninety-Three and 67/100 Dollars (\$8,693.67).

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors