



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

CONSENT  
August 12, 2008

Honorable Mayor and  
Members of the City Council

**Title: Agreement: Trash and Debris Abatement Services**

**Location/Council District: Citywide**

**Recommendation:** Adopt a **Resolution** 1) suspending competitive bidding in the best interests of the City for trash and debris abatement services; 2) authorizing the City Manager to execute Master Services Agreements (MSA), each MSA for a three year period, with Innovative Maintenance Solutions, Incorporated in the annual Not To Exceed (NTE) amount of \$100,000 for Trash and Debris Abatement Services; North Coast Resource Management in the annual NTE amount of \$100,000 for Trash and Debris Abatement Services; JFD Enterprises in the annual NTE amount of \$100,000 for Trash and Debris Abatement Services; and Gray Construction and Securement Services, Incorporated in the annual NTE amount of \$100,000 for Trash and Debris Abatement Services; 3) authorizing the City Manager to execute one year extensions for each MSA for the same yearly NTE amount as provided above for a total agreement term for each MSA not to exceed three years (including the initial term and extensions), provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year; and 4) rejecting all prior bids submitted in December 2007.

**Contact:** Ron O'Connor, Operations Manager, (916) 808-8183

**Presenter:** Not Applicable

**Department:** Code Enforcement Department

**Divisions:** Neighborhood Code Compliance

**Organization Nos:** 20001111

### **Description/Analysis**

**Issue:** The City Code requires contracts of \$100,000 or more to be formally bid prior to awarding these contracts. The Code Enforcement Department routinely contracts out this service in order to maintain and protect the public health and safety when property owners are unable to comply with the applicable codes in a timely, safe and satisfactory manner. The initial bids for this service (in December, 2007) were rejected by staff due to insufficient information provided by the City regarding multiple awards and pricing criteria. The multi-award contract was again formally bid on April 9, 2008 on Bid No. B081181061 for the

not-to-exceed-annual-total-amount of \$400,000 (4 awards of NTE \$100,000 annually) for a period not to exceed three (3) years from date of the award. The City received seven responses. Following an analysis of the bids based on the lowest daytime hourly rates, the master service agreements were awarded to four contractors: 1) Innovative Maintenance Solutions, Incorporated, 2) North Coast Resource Management, 3) JFD Enterprises, and 4) Gray Construction and Securement Services, Incorporated.

**Policy Considerations:** The recommendations in this report are in accordance with the provisions of City Code Section 3.56.

**Committee/Commission Action:** None

**Environmental Considerations:** Under the California Environmental Quality Act (CEQA) Guidelines, administration of a Master Services Agreement does not constitute a project and is therefore exempt from review.

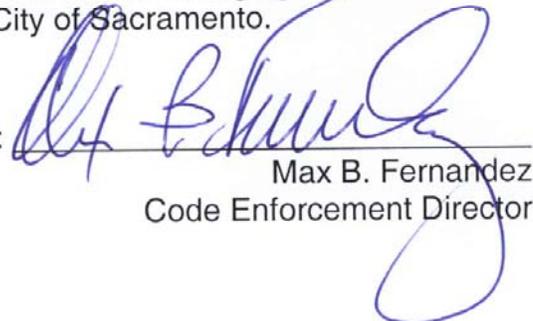
**Sustainability Considerations:** There are no applicable sustainability considerations.

**Rationale for Recommendation:** Formal bids for this non-professional service were solicited, and of the bids received, the four lowest bidders were: Innovative Maintenance Solutions, Inc.; North Coast Resource Management Solutions Incorporated, JFD Enterprises, and Gray Construction and Securement Services, Incorporated. The use of these four contractors on a rotation list will enable the department to provide remediation to non-compliant properties according to building, health and safety codes.

**Financial Considerations:** The Code Enforcement Department operating budget will fund these MSA agreements. Cost recovery for trash and debris abatement services is accomplished by: (1) invoicing the property owners; and/or (2) demands to title companies during escrow (sales/transfers of properties); and/or (3) liens placed on the property.

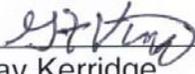
**Emerging Small Business Development (ESBD):** One vendor to be awarded a contract, the Gray Construction and Securement Services, Incorporated, has submitted a statement of qualifications meeting the requirements of the Emerging and Small Business Development Program (ESBD) with the City of Sacramento.

Respectfully Submitted by:



Max B. Fernandez  
Code Enforcement Director

Recommendation Approved:

*for*   
\_\_\_\_\_  
Ray Kerridge  
City Manager

**Table of Contents:**

	Report	Pg	1
<b>Attachments</b>			
1	Background	Pg	4
2	Resolution	Pg	5

**Attachment 1****BACKGROUND**

During fiscal year 2007, there were 29 trash and debris abatements performed by the Capitol Reconstruction Company and 34 abatements performed by the Gray Construction Company for a total of 63 abatements at a total cost of \$127,961.55. During fiscal year 2008, there were 71 trash and debris abatements performed by the Capitol Reconstruction Company and 53 abatements performed by the Gray Construction Company for a total of 124 abatements at a total cost of \$151,833.26. As the need for this service continues to increase, the Code Enforcement Department and Procurement Services Department performed a formal bid solicitation on-line as well as outreach by mail and phone contact. A Request for Qualifications (RFQ) was advertised on the City of Sacramento public website in "Contracting Opportunities," and seven contractors submitted bids for the On-Call rotation list. Following the bidding which closed on April 9, 2008, the bid evaluation was performed by Procurement Services based on the daytime labor rates. The four contractors with the lowest daytime labor rates were selected who satisfied Code Enforcement's project requirements as well as the City's standard non-professional service bid requirements, i.e. City business license, current insurance coverage, etc. The firms to be awarded the City's trash and debris abatement services contracts are: 1) Innovative Maintenance Solutions; 2) North Coast Resource Management; 3) JFD Enterprises, and 4) Gray Construction and Securement Services, Incorporated. The annual total for these contracts shall not exceed \$400,000 for a period not to exceed three (3) years from the date of award.

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**APPROVING MASTER SERVICES AGREEMENTS FOR TRASH AND DEBRIS  
ABATEMENT SERVICE****BACKGROUND**

The purpose of the Master Services Agreements is to provide the City with an "On-Call" list of contractors that will provide trash and debris abatement service on a rotational basis. This program eliminates the need to individually bid each trash and debris Code Enforcement case. The "On-Call" list of contractors will allow a quicker response to these types of cases citywide. The increasing need for trash and debris abatements is illustrated by the volumes for the past 2 years which were 63 abatements in FY 2007 and 124 abatements in FY 2008.

Contractors were recommended for approval based on the following criteria listed:

- Responsiveness
- Experience and appropriate licenses
- Pricing
- Registered Emerging Small Business Development (ESBD) (additional points awarded)

The term of the proposed Agreements is 1 year from the date of the execution. The City may opt to extend the contract period for an additional year for a total of three years.

Formal bids for this non-professional service were solicited, and of the bids received, the four lowest bidders were: Innovative Maintenance Solutions, Inc.; North Coast Resource Management Solutions Incorporated, JFD Enterprises, and Gray Construction and Securement Services, Incorporated. The use of these four contractors on a rotation list will enable the department to provide remediation to non-compliant properties according to building, health and safety codes.

Based on the above, it is in the best interests of the City to suspend competitive bidding to allow the City to enter into Master Services Agreements (MSA) with the 4 contractors: Innovative Maintenance Solutions, Incorporated; North Coast Resource Management; JFD Enterprises, and Gray Construction and Securement Services, Incorporated; each in the annual Not To Exceed Amount of \$100,000.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. In the best interests of the City, competitive bidding is suspended for trash and debris abatement services.
- Section 2. The City Manager is authorized to execute Master Services Agreements (MSA) for trash and debris abatements, each MSA for a one year period, with Innovative Maintenance Solutions, Incorporated; North Coast Resource Management; JFD Enterprises, and Gray Construction and Securement Services, Incorporated; each in the annual Not To Exceed Amount of \$100,000.
- Section 3. Each MSA provides for initial one year terms, each with the option to extend for an additional one year term, each for a total term of three years (including the initial term and extension). The City Manager may authorize such extensions for the annual Not To Exceed amount of \$100,000, provided sufficient funds are available in the budget adopted for the applicable Fiscal Year.
- Section 4. Rejection of all prior bids submitted in December 2007.