



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 2, 2025

TO: LaTanya Bellow, City Manager

FROM: Mohamed Alaoui, Public Works Director

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter A One (1) Year Maintenance Contract In The Amount Of \$1,024,000 That Includes Subcontracting Vendor Services With Commercial Maintenance Management Services Inc., For Citywide Maintenance Services At Various City Owned Buildings, And Authorizing The City Manager To Execute Up To Four (4) Additional One-Year Extensions Not To Exceed A Total Contract Value Of \$4,440,424.80, Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year**

RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution.

BACKGROUND

The City contracts for the facility maintenance and management of all City-owned building facilities. On May 9, 2025, the City issued a Request for Proposals (RFP) for a multi-year citywide maintenance services contract. The City received five proposals from qualified proposers. The proposals were reviewed and scored based on the criteria set forth in the RFP, including each proposer's qualifications and experience, billing rates, and understanding of the scope of work.

DISCUSSION

The advertised RFP states that the city may consider multiple factors when reviewing and evaluating proposals, including qualifications and experience, billing rates, and understanding of the scope of work. Award is not based on cost alone. The two highest scoring proposals were submitted by ABM and CMMS. Negotiations first commenced with ABM; however, the parties were unable to reach an agreement because ABM did not agree to the City's maintenance contract template that was included with RFP. Thereafter, the City contacted CMMS who agreed to the default City contract template and possesses the qualifications necessary for satisfactory performance of the required services.

The first year of the contract (FY 2025/26) is in the amount of \$1,024,000.00 and is divided into three operating areas: a full-time onsite Facilities Supervisor responsible for managing and supervising the operation, maintenance, and servicing of City facilities; an allowance that may be used to perform as-needed work on a task order basis for the preservation and protection of City facilities; and subcontractors, if necessary, to support the City in facilities services and maintenance.

The following table illustrates the anticipated costs associated with this contract:

Contract Year	Monthly Amount	Annual Amount	Annual Subcontract or Amount	Included CPI	Total Cost Per Year
2025/2026	\$27,000.00	\$324,000.00	\$700,000.00	No CPI	\$1,024,000.00
2026/2027	\$28,000.00	\$336,000.00	\$500,000.00	As Proposed	\$836,000.00
2027/2028	\$28,560.00	\$342,720.00	\$500,000.00	CPI 2%	\$842,720.00
2028/2029	\$29,988.00	\$359,856.00	\$500,000.00	CPI 5% max	\$859,856.00
2029/2030	\$31,487.40	\$377,848.80	\$500,000.00	CPI 5% max	\$877,848.80

FISCAL IMPACT

There is sufficient funding budgeted in the operating budget for fiscal year 2025/26 in the Major Maintenance Fund 650-77030 and in the General Major Maintenance Program Project 15650008, Fund 650. Extension of the contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal year(s) and the City Manager's election to extend the contract. If the contract is extended to four additional years, the rate sheet will be adjusted each fiscal year providing the Contractor with a cost-of-living adjustment based on the Bay Area Consumer Price Index, CPI of 2% for 2027/28, and a CPI maximum of 5% per year for FY 2028/29 and 2029/30.

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

PREPARED BY: Saleh Aboutaleb, Public Works Operations and Facilities Manager

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



LaTanya Bellow, City Manager

ATTACHMENTS

- Draft Resolution
 - Exhibit A – Citywide Maintenance Services Contract