



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 20, 2017

TO: Carolyn Lehr, City Manager

FROM: Andrew Clough, Acting Public Works Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Service Agreement With Integrity Construction Maintenance, Inc. In An Amount Not To Exceed \$355,000 For Facilities Maintenance Of City Owned Facilities For Fiscal Year 2017-18

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a Professional Service Agreement (PSA) with Integrity Construction Maintenance in an amount not to exceed \$355,000 for maintenance of City owned facilities for fiscal year (FY) 2017-18.

BACKGROUND

The City contracts for the maintenance of all City-owned building facilities. On June 7, 2016 the City Council authorized the City Manager to enter into a PSA with Integrity Construction Maintenance Inc. (ICM) in an amount not to exceed \$345,000 for facilities maintenance of City owned buildings for FY 2016-17.

The contract was approved following a Request for Proposal (RFP) process conducted in June 2013 with the intention of using the selected vendor for a period of five additional fiscal years. ICM provides the City with a handyman that is able to perform routine maintenance and repairs as requested by the managers of the various City facilities. For specialty repair to electrical, plumbing, HVAC or other trades that may be needed, ICM will generally provide a subcontractor to perform the work.

DISCUSSION

The proposed total contract amount for FY 2017-18 is \$355,000. The total contract amount contains a Cost of Living Adjustment based on the local Consumer Price Index of 3.4%, as provided for in the general conditions of the contract.

FISCAL IMPACT

For the FY 2017-18, sufficient funding for facilities maintenance is included in the operating budgets of each department in Account 77030 Facilities Operating Charges.

The amounts budgeted for each department is based on the historical amounts spent for maintaining their facilities. These funds will be transferred into the Major Maintenance Fund 650 at a fixed percentage of the overall facilities maintenance expenses as they are incurred in each month's invoice from the contractor.

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

CONCLUSION

Integrity Construction Maintenance, Inc. has been providing services to the City of Emeryville for over 3 years. Staff recommends the continuation of services by Integrity based on their experience to render such services.

PREPARED BY: Andrew Clough, Interim Public Works Director

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



Carolyn Lehr, City Manager

ATTACHMENTS

1. Resolution
2. Integrity Construction Maintenance Contract, FY 2017/18