



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 16, 2020
TO: Christine Daniel, City Manager
FROM: Mary Grace Houlihan, Public Works Director
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Second Amendment To The Maintenance Contract With Integrity Construction Maintenance Inc. Increasing The Contract Amount By \$80,000 To An Amount Not To Exceed \$480,000 For Facilities Maintenance Of City Owned Buildings through September 30, 2020**

RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution authorizing the City Manager to execute a second amendment to the facilities maintenance contract with Integrity Construction Maintenance, Inc.

BACKGROUND

The City contracts for the maintenance of all City-owned buildings and facilities. On June 18, 2019, the City Council authorized the City Manager to enter into a maintenance contract with Integrity Construction Maintenance Inc ("ICM") (Resolution No. 19-86) at a cost of \$200,000.

The City Council approved the first amendment to the ICM contract in December 2019. The amendment, in the amount of \$200,000, also extended the contract through June 30, 2020.

DISCUSSION

Due to the Covid-19 pandemic, staff has been delayed in issuing a new Request for Proposals (RFP) for facilities maintenance services. The RFP is in final review and staff will be advertising the solicitation in late June 2020. Approximately three months is required to complete the RFP process, seek approval from the City Council and execute a new contract for Facility Maintenance Services.

The proposed three-month contract extension to the ICM service contract will maintain the existing level of service supporting City Facilities and allow time to complete a new multi-year RFP process for Facility Maintenance Services.

FISCAL IMPACT

The cost of this second contract amendment is \$80,000. Sufficient funds have been budgeted for facilities maintenance in the Fiscal Year 2020-2021 budget and are available in Fund 650 Major Maintenance – Account 77030.

STAFF COMMUNICATION WITH THE PUBLIC

None.

CONFLICT OF INTEREST

None.

CONCLUSION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to enter into a Second Amendment to the facilities maintenance contract with Integrity Construction Maintenance, Inc.

PREPARED BY: Mary Grace Houlihan, Public Works Director

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Maintenance Contract