



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: October 6, 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 Three (3) Year Maintenance Contract In The Amount Of \$69,189.00 With Pestmaster Services, Incorporated For Citywide Integrated Pest Management Services At Various City Owned Buildings For Fiscal Years 2020-2021, 2021-2022, And 2022-2023, And Authorizing The City Manager To Execute Up To Two (2) Additional One-year Extensions Not To Exceed \$53,439.00, Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year, For A Total Contract Value Not To Exceed \$122,628.00

RECOMMENDATION

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

BACKGROUND

The City contracts for pest management services in City-owned and occupied building facilities. In August 2020, the City released a Request for Proposals (RFP) for multi-year Citywide Integrated Pest Management Services. The City received one proposal from Pestmaster Services, Inc. which satisfied the RFP requirements and was a responsible bidder. Pestmaster Services, Inc. provided a Statement of Qualifications including information about their business size, stability, and capacity. Further details described the company's experience performing services for projects of a similar size, scope, and complexity as the services required by the RFP. Additionally, references conveyed positive responses when solicited for background information.

The intent is for the Contractor to perform Citywide pest management services on a preventative, corrective, and as-needed emergency basis at City-owned assets over the course of the contract.

DISCUSSION

The first year of the contract (FY 2020-2021) is in the amount of \$18,638, and is divided into two operating areas:

- Routine Pest Management Services: \$13,638. This amount includes the total pro-rated annual cost for routine maintenance of the areas listed in Exhibit "A" of the Maintenance Contract. This is primarily preventive and corrective pest management service.

- An allowance amount of \$5,000 is also included for “non-routine work” to be completed in accordance with the terms of the Contract. The “non-routine work” will be scoped, bid, and approved by the City in writing on a Task Order basis. Examples of non-routine work include emergency response for uncommon pest infestations and on-call services.
- The following table illustrates the anticipated costs associated with this contract:

Contract Year	Amount	Contingency Amount	Included CPI	Total Cost Per Year
2020-2021 (Pro-rated)	\$13,638	\$5,000	No CPI	\$18,638
2021-2022	\$19,927	\$5,000	3.50%	\$24,927
2022-2023	\$20,624	\$5,000	3.50%	\$25,624
<i>Contract Extension Years Contingent on Approval</i>				
2023-2024	\$21,346	\$5,000	3.50%	\$26,346
2024-2025	\$22,093	\$5,000	3.50%	\$27,093
Total Contract Amount Not To Exceed				\$122,628

The total for the first three years of the contract is \$69,189. This assumes an annual CPI of 3.5%. Staff further recommends the City Council authorize the City Manager to execute up to two additional one-year extensions not to exceed \$26,346 the first year and \$27,093 the second year, contingent upon the City Council appropriating funds for the applicable fiscal year, for a total contract value of \$122,628.

FISCAL IMPACT

There is sufficient funding budgeted in the operating budget for Fiscal Year 2020-2021 in the Major Maintenance Fund 650-77030. Continuation of the contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal year(s).

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

PREPARED BY: Joseph Aguilera, Public Works Operations and Facilities Manager

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Citywide Integrated Pest Management Services Contract