



Office of the City Manager

CONSENT CALENDAR  
September 24, 2024

To: Honorable Mayor and Members of the City Council  
 From: LaTanya Bellow, Interim City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on September 24, 2024

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager’s threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is **\$5,500,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Citywide custodial services: Cleaning and supplying designated city facilities	673 636 101	Prof. Services – Misc.	\$5,500,000
<b>Total:</b>			<b>\$ 5,500,000</b>

CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No. 7,035-N.S. effective June 6, 2008, which increased the City Manager’s purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playgrounds and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

Internal

Formal Bid Solicitations and Request for Proposals  
Scheduled for Possible Issuance After Council  
Approval on September 24, 2024

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BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the goods and/or services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Roopreet Soorma, Senior Buyer, Finance, 510-981-7311

Attachments:

1) Citywide custodial services: Cleaning and supplying designated city facilities

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
25-11680-C	Citywide custodial services: Cleaning and supplying designated city facilities	09/11/24	10/1/24	Citywide custodial services. Daily, weekly, monthly janitorial services including but not limited to: sweeping, dusting, mopping, cleaning glass surfaces, spot cleaning, emptying waste receptacles, vacuuming, sanitizing/disinfecting areas and other related duties.	\$5.5 million over three years, option to extend by 2 years	673-54-624-696-0000-000-474-622110-  \$400,000 (\$282k available rest to be modded and/or added via AAO1)  636-54-624-696-0000-000-474-622110-  \$300,000 (\$213k available rest to be modded and/or added by AAO1)  101-22-242-272-0000-000-463-622110-  (\$430k)  Plus TBD funding from various departments and funding sources	Public Works / Facilities  Services  Library  Parks/Recreation/Waterfront  Police Dept.  Fire Dept.  Health, Housing & Community Svcs	Tucker Brofft 510- 981-5375  Erika Barros 510-981-6462  Aaron Baker 510-501-7705
<b>DEPT. TOTAL</b>					<b>\$ 5,500,000</b>			
<b>TOTAL</b>					<b>\$ 5,500,000</b>			

