



SUMMARY REPORT

Agenda Date: 8/4/2020

To: Board of Directors, Sonoma County Water Agency

Department or Agency Name(s): Sonoma County Water Agency, Russian River County Sanitation District, Sonoma Valley County Sanitation District

Staff Name and Phone Number: David Royall / 521-1892

Vote Requirement: 4/5th

Supervisory District(s): Countywide

Title:

Janitorial Services

Recommended Action:

- A) Authorize Sonoma County Water Agency's General Manager to execute an agreement with James Furuli Investment Company, Inc., dba Environmental Dynamics, to provide janitorial services from July 1, 2020 through June 30, 2022; the cost of services will not exceed \$406,000, with three options to extend the agreement for a period of one year each beyond the initial term, on all provisions contained in the agreement, including monthly cost.
- B) Authorize Sonoma County Water Agency's General Manager to amend the agreement, provided amendments do not increase the cost beyond 10%.
- C) Adopt a resolution authorizing adjustments to the Board Recommended Budget for Fiscal Year 2020/2021 for the Sonoma County Water Agency Facilities Fund in the amount of \$40,350, the Sonoma County Water Agency Water Transmission Fund in the amount of \$2,895, the Russian River County Sanitation District in the amount of \$3,860, and the Sonoma Valley County Sanitation District in the amount of \$2,895. (4/5th Vote Required and 2/3rd Vote Required)

Executive Summary:

Sonoma County Water Agency (Sonoma Water) requires janitorial services at its facilities including administration office, operations and maintenance office, and fisheries environmental lab in Santa Rosa; water education building in Forestville; treatment plant in Sonoma; and treatment plant in Guerneville. A resolution to adjust the Board Recommended Budget is requested to increase available funds for additional cleaning and sanitation tasks as needed to address COVID-19 concerns.

Discussion:

SELECTION PROCESS

On February 24, 2020, Sonoma Water issued a Request for Statements of Qualifications to the following six firms:

- 1. Altech Building Services, Santa Rosa, California
- 2. County of Sonoma General Services, Santa Rosa, California
- 3. Integrity Construction Maintenance, Inc., Sebastopol, California
- 4. James Furuli Investment Company, Inc., dba Environmental Dynamics, Petaluma, California
- 5. Redwood Building Maintenance, Petaluma, California

6. Wine Country Residential and Commercial, Santa Rosa, California

The Request for Statements of Qualifications was also posted on Sonoma Water and County of Sonoma Purchasing Department websites.

The six firms listed below submitted Statements of Qualifications:

1. ABM Business and Industry, Petaluma, California
2. James Furuli Investment Company, Inc., DBA Environmental Dynamics, Petaluma, California
3. The Janitorial Company, Fresno, California
4. Karla's Janitorial, San Francisco, California
5. Rodriguez Commercial Cleaning Solutions, Santa Rosa, California
6. Wine Country Ventures, Inc. DBA/Vanguard Cleaning Systems of the North Bay, Petaluma, California

James Furuli Investment Company, Inc., dba Environmental Dynamics (Service Provider) was selected to perform the work. Evaluation was based on thoroughness of the response, professional qualifications and demonstrated ability to perform the work, cost of services, and exceptions to standard terms in sample agreement. Service Provider was selected because Service Provider meets the evaluation criteria and has a great deal of experience in this field. Additionally, Service Provider has successfully worked with Sonoma Water in the past and is familiar with Sonoma Water processes, procedures, and facilities.

SERVICES TO BE PERFORMED

Under the proposed agreement, Service Provider will clean and restock restrooms; sweep, mop, or vacuum floors, as appropriate; dust office furniture; empty wastebaskets; and other general janitorial services.

The cost of services will not exceed \$460,000. This agreement covers services rendered from July 1, 2020 to June 30, 2022 with three options to extend the agreement for a period of one year each beyond the initial term, on all provisions contained in the agreement, including monthly cost. The cost increase since the prior contract is \$6,264 per year for routine cleaning services.

Prior Board Actions:

- 08/14/2018: Authorize Water Agency's General Manager to execute an agreement with James Furuli Investment Company, Inc., dba Environmental Dynamics to provide janitorial services for the amount of \$300,000. Term ends June 30, 2020.
- 04/26/2016: Authorize Water Agency's General Manager to execute an agreement with James Furuli Investment Company, Inc., dba Environmental Dynamics to provide janitorial services for the amount of \$300,000, term end April 30, 2018.
- 03/10/2015: Second Amendment to below agreement. Additional Cost \$131,320.80; new term end date of February 28, 2016.
- 03/26/2013: Authorize Chair to execute a joint agreement with City of Santa Rosa to provide janitorial services; Cost \$274,795; term end February 28, 2015

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected

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Budgeted Expenses	\$165,500	\$190,500	
Additional Appropriation Requested	50,000		
Total Expenditures	\$215,500	\$190,500	
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$165,500	\$190,500	
Use of Fund Balance	\$50,000		
Contingencies			
Total Sources	\$215,500	\$190,500	

Narrative Explanation of Fiscal Impacts:

Budgeted amount of \$165,500 is available from FY 2020/2021 appropriations for the Facilities Fund, Water Transmission Operations Fund, Russian River County Sanitation District Operations Fund, and the Sonoma Valley County Sanitation District Operations Fund. Additional appropriations are required to process this expense.

With Board approval of the attached budgetary resolution, FY 2020/2021 appropriations will be made in the Facilities Fund (\$40,350), the Water Transmission Operations Fund (\$2,895), the Russian River County Sanitation District Operations Fund (\$3,860), and the Sonoma Valley County Sanitation District Operations Fund (\$2,895), totaling \$50,000.

FY 2021/2022 appropriations will be budgeted in that fiscal year.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Resolution

Draft Agreement with James Furuli Investment Company, Inc., dba Environmental Dynamics

Related Items "On File" with the Clerk of the Board:

None