

RESOLUTION NO. 2015-096

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, AWARDING A CONTRACT TO
UNIVERSAL BUILDING SERVICES AND SUPPLY CO. FOR JANITORIAL
MAINTENANCE SERVICES, APPROVING A BUDGET ADJUSTMENT IN THE
AMOUNT OF \$37,100 DERIVED FROM THE GENERAL FUND, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT**

WHEREAS, a request for proposals was circulated on June 19, 2015 and one bid was received from Universal Building Maintenance and Supply Co. (UBS) in the amount of \$66,281 annually for janitorial maintenance services for City Hall, Community Center, Police Department, various public restrooms, Logvy Community Pool and the Fire Station; and

WHEREAS, the bid proposal from UBS included a fee of \$115 for cleaning the Community Center after rental events; and

WHEREAS, City staff has confirmed that the bid from Universal Building Maintenance and Supply Co. (UBS) satisfies the bidding requirements for the services as described in the bid instructions; and

WHEREAS, staff has determined that UBS possesses the required license(s) for this work and is otherwise qualified to perform the services in accordance with the Contract documents; and

WHEREAS, Staff recommends that the bid be awarded to UBS in the amount of \$62,100 for FY 15/16 (prorated for shorted contract year) with provisions for automatic renewal for up to 4 years if mutually agreed to by the City and the Vendor.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Calistoga as follows:

1. Finds that the bid from Universal Building Services and Supply Co. is a responsible bidder and waives any and all minor bid irregularities.
2. Approves a Budget Adjustment increasing appropriations in the FY 2015/16 Building Maintenance Contract Services Budget, Account # 01-4127-4402 by \$37,100 derived from General Funds to fund the Vendor Services Agreement.
3. Awards the contract to Universal Building Services and Supply Co. in the amount of \$62,100 for FY 15/16 for Janitorial Maintenance Services for various City buildings conditioned upon UBS providing all documents in satisfaction of the bid award requirements.
4. The City Manager is hereby authorized to execute the Contract, and any renewals, on behalf of the City of Calistoga.
5. Directs staff to issue a notice of award to Universal Building Services and Supply Co. and otherwise administer the Project.

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PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **4th day of August**, by the following vote:

AYES: Councilmembers Barnes, Kraus and Lopez-Ortega, Vice Mayor Dunsford and Mayor Canning

NOES: None

ABSTAIN: None

ABSENT: None



CHRIS CANNING, Mayor

ATTEST:



KATHY FLAMSON, City Clerk