



25

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

February 11, 1981

CITY MANAGER'S OFFICE
RECEIVED
FEB 18 1981

Housing Authority of the
City of Sacramento
Sacramento, California

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 2/24/81

Honorable Members in Session:

SUBJECT: Approving Specifications and Authorizing Solicitation
for Bids: Janitorial Services at the New Helvetia,
River Oaks and Kennedy Estates Housing Projects Offices

SUMMARY

The attached resolution regards approving the specifications for janitorial services and authorizing the Interim Executive Director to solicit bids for the janitorial services at three housing complexes owned by the Agency. The specifications for all three offices are identical. Therefore, only the specifications for the River Oaks Housing Project Office are attached.

BACKGROUND

Currently the Housing Authority purchases janitorial services on a month-to-month basis for the above-mentioned housing projects. Staff believes these services should be formalized through the Agency's bidding procedure and a three-year contract secured.

The contractor's duties would be the following under the contract:

Provide daily, monthly and semi-yearly janitorial services at the above-mentioned housing projects to the following buildings: Administrations, Activity Rooms, Child Care Centers and Kitchens.

The square footages the contractor would have to maintain at two of the housing projects mentioned above is approximately 9,500 square feet for each project (New Helvetia and River Oaks). The other project (Kennedy Estates) square footage is approximately 2,400 square feet.

The Agency maintenance department has at the present time eight custodians on their staff to maintain all elderly complexes only. This request for a three-year janitorial service contract will have no effect on our existing custodial operations and there would be no increase or decrease in staff.

2-24-81

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
Page Two

February 11, 1981

FINANCIAL DATA:

Funds for the janitorial services are from the New Helvetia, River Oaks and Kennedy Estates Federal Annual Contribution Contracts operating budgets. The estimated cost for two of the projects is \$6,000 a year each, or a total of \$18,000 for a three-year contract. Kennedy Estates would cost approximately \$3,000 a year, or \$9,000 for the three years.

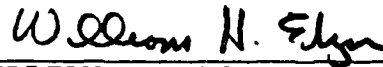
VOTE AND RECOMMENDATIONS OF COMMISSION

It is anticipated that at its meeting of February 19, 1981, the Sacramento Housing and Redevelopment Commission will adopt a motion recommending that you take the above-mentioned action. In the event they fail to do so, you will be advised prior to your February 24, 1981 meeting.

RECOMMENDATION

The staff recommends approval of the attached specifications and authorizations for the Interim Executive Director to solicit bids for janitorial services.

Respectfully submitted,



WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:



WALTER J. SLIPE
City Manager

Contact Person: Bill Smith, SHRA

RESOLUTION NO. 81-015

Adopted by the Housing Authority of the City of Sacramento

February 24, 1981

APPROVING SPECIFICATIONS AND AUTHORIZING
SOLICITATION FOR BIDS FOR JANITORIAL
SERVICES AT HOUSING AUTHORITY PROJECT OFFICES

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE
CITY OF SACRAMENTO:

1. The specifications for janitorial services at the
New Helvetia, River Oaks and Kennedy Estates Housing Project
Offices are hereby approved, and the Interim Executive Director
is authorized to advertise for public bids for the contracts.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
Date 2/24/81