



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

Consent  
October 9, 2007

**Honorable Mayor and  
Members of the City Council**

**Title: Contract: Window Washing Services**

**Location/Council District: Citywide/All Districts**

**Recommendation:** Adopt a **Resolution** awarding a one year contract with four one-year renewal options to High Rise Window Cleaning, Inc., the lowest responsible and responsive bidder, to provide window washing services to the City in an amount not to exceed \$350,000, and authorize the City Manager to enter into such extensions, provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).

**Contacts:** Marc Robles, Program Analyst, Procurement Services, 808-6343  
Chris Stewart, Procurement Services Manager, 808-6202

**Presenters:** None

**Department:** Finance

**Division:** Procurement Services

**Organization No:** 1181

### **Description/Analysis**

**Issue:** The City of Sacramento has a requirement for window washing services for all City-owned and occupied buildings. A total of 117 sites are included in annual window cleanings throughout the City. Other facilities require cleanings more frequently.

**Policy Considerations:** The recommendations in this report are in accordance with the provisions of the City Code Section 3.56. In addition, this service is covered under a prevailing wage ordinance by the City of Sacramento. Window washing services provided under this contract are subject to this provision. On November 21, 2006, the City Council approved a prevailing wage rate of \$13.49 per hour for 2007 window washing service contracts.

**Environmental Considerations:** None


**Commission/Committee Action:** Not Applicable

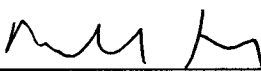
**Rationale for Recommendation:** In July 2007, Procurement Services sent out Invitation for Bid No. B081181005, which was developed and administered in accordance with City Code Section 3.56, for the purchase of window washing services. Procurement has determined that High Rise Window Cleaning, Inc. is the lowest responsible bidder, as shown in Attachment 2.

As this service is subject to a prevailing wage rate, which is likely to increase each year over the potential five year term of this contract, an increased anticipated funding level is being requested. This is to accommodate the expected prevailing wage rate increases, additional services such as cleaning of blinds and potential addition of City facilities in the latter years of this contract.

**Financial Considerations:** The cost of the window washing service contracts will be paid from existing General Services Department operating budgets and will be subsequently charged back to the using departments.

**Emerging Small Business Development (ESBD):** The City solicited thirty-two vendors for window washing services and six bids were received, two of which were certified small or emerging business enterprises. High Rise Window Cleaning, Inc. is not certified by the City of Sacramento as an Emerging or Small Business Enterprise.

Respectfully Submitted by:   
Christopher Stewart  
Procurement Services Manager

Approved by:   
Russell Fehr  
Director, Department of Finance

Recommendation Approved:

  
RAY KERRIDGE  
City Manager

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**Attachment 1**

**BACKGROUND**

Window Washing Services are subject to an annual increase in the prevailing wage rate paid to those working on this contract. The contract may potentially be used for up to five years and an inflationary factor of 4% per year has been added to the funding request. In addition, a 10% annual contingency is also requested. This includes the cleaning of interior blinds and additional cleanings for special events at facilities such as the Convention Center and Theater, Crocker Art Museum and other public facilities. The table below shows the increases projected during the term of this potential five year contract.

**TABLE OF 5-YEAR ESTIMATED COSTS FOR WINDOW WASHING SERVICES**

	<b>Base Amount</b>	<b>4% COLA</b>	<b>New Rates</b>	<b>10% Contingency</b>	<b>Anticipated Cost</b>
<b>Year 1</b>	\$47,040.00		\$47,040.00	\$4,704.00	<b>\$ 51,744.00</b>
<b>Year 2</b>	\$51,744.00	\$2,069.76	\$53,813.76	\$5,381.38	<b>\$ 59,195.14</b>
<b>Year 3</b>	\$59,195.14	\$2,367.81	\$61,562.95	\$6,156.29	<b>\$ 67,719.24</b>
<b>Year 4</b>	\$67,719.24	\$2,708.77	\$70,428.01	\$7,042.80	<b>\$ 77,470.81</b>
<b>Year 5</b>	\$77,470.81	\$3,098.83	\$80,569.64	\$8,056.96	<b>\$ 88,626.61</b>
					<b>\$ 344,755.79</b>

**BID NO. B081181008 – WINDOW WASHING SERVICES**

Bidder	Bid Total	5% E/SBE Preference	Prompt Payment Discount	Evaluation Total
Anago of Sacramento	\$68,530.00	<\$3,426.50>	<\$1,370.60>	\$63,732.90
<b>High Rise Window Cleaning,</b>	<b>\$47,040.00</b>	<b>None</b>	<b>None</b>	<b>\$47,040.00</b>
Jerry's Carpet Care	\$167,020.00	<\$8,351.00>	<\$3,340.40>	\$155,328.60
Pacific Maintenance Co.	\$67,833.00	None	None	\$67,833.00
RCM Window Cleaning	\$62,690.00	None	None	\$62,690.00
20/20 Window Care	\$55,059.00	None	None	\$55,059.00

**Award of Contract to:** High Rise Window Cleaning, Inc.  
 1509 Silica Ave.  
 Sacramento, CA 95815

**Total Amount of Contract:** \$350,000.00 <sup>(1)</sup>

**Total Bid Amount:** \$47,040.00

**Using Department:** General Services (Facilities Management) **Original Annual Estimated Cost:** \$60,000.00

**Bid Due Date:** August 22, 2007

Total No. of Bids Solicited	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
32	6	2	No

<sup>(1)</sup> The lowest responsible bid amount of \$47,040.00 represents the total for the quantities selected for evaluation purposes only, which was calculated on one annual cleaning per site. Many sites require multiple cleanings per year. Authorization is requested to enter into a contract in an amount not to exceed \$350,000, which more closely reflects the actual amount anticipated to be expended over the potential 5 year contract.

**Attachment 3**

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**CONTRACT: WINDOW WASHING SERVICES**

**BACKGROUND**

- A. The City of Sacramento has a requirement for window washing services for all City-owned and occupied buildings. The Department of General Services, Facilities Management Division, is responsible for delivering these services to their customers throughout the City.
- B. In July 2007, the City issued a formal Invitation to Bid (B0811811008) for window washing services and six bidders responded. The lowest responsible and responsive bidder was submitted by High Rise Window Cleaning, Inc.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Award a one-year contract with four one-year renewal options to High Rise Window Cleaning, Inc., 1509 Silica Ave., Sacramento, CA 95815, the lowest responsible and responsive bidder, for the purchase of window washing services in an amount not to exceed \$350,000. The City Manager may authorize such extension(s), provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).