



Legislation Text

File #: 21-014, **Version:** 1

Staff Report for Resolution of the City of San Leandro City Council Authorizing the City Manager to Execute a Non-Professional Services Agreement with Advanced IPM for Citywide Pest Control Services for \$29,061.33 for Monthly Services and an Additional \$7,000 for Call-out Services for the Initial Term, and to Execute Four Additional One-year Extensions, Adjusted by the Consumer Price Index (CPI) Each Year

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution authorizing the City Manager to execute a Non-Professional Services Agreement with Advanced IPM for citywide pest control services. At the City's discretion, the agreement can be extended up to four additional one-year terms, adjusted by the Consumer Price Index (CPI) each year, and subject to budget approval in all future years.

BACKGROUND

On October 20, 2020, the City issued RFP 58505 to solicit qualified vendors to provide citywide pest control services. Six firms submitted proposals deemed responsive to the RFP. After review by a committee of internal staff, the proposals were ranked by points awarded for the following criteria: adherence to requirements of the RFP (10 points); qualifications, technical competency and similar experience (20 points); total cost proposal for monthly service (30 points); completeness of an operations plan (30 points); and references from other local agencies (10 points). Total scores varied from a low of 45 to a high of 87 points out of 100. Advanced IPM, a Concord-based company, was the firm with the highest score. The contract will be initiated when approved and will extend through June 30, 2022, with the option for the City to extend it annually for four additional one-year terms.

Analysis

Advanced IPM will provide monthly and periodic services at twenty-five City sites including City Hall, Public Safety buildings, community centers, libraries, fire stations, Public Works and the Water Treatment Plant. Services included inspection and treatment for ants, roaches, spiders, rodents, and bed bugs. Services not specified in the monthly pricing will be provided, as requested, and priced per occurrence based on the Call-out Services pricing schedule. The contractor will make every effort to use the least toxic pesticides, only as necessary, in accordance with the City's Integrated Pest Management Policy.

Advanced IPM provided an original cost proposal for monthly services totaling \$21,076 for twelve months of service. At the City's request, rodent services at the San Leandro Marina were changed from a quarterly interval to a monthly interval. This increased the price to \$21,796 (\$1,816.33 per month). The initial term of the contract will be sixteen months at a total cost of \$29,061.28. Staff is also requesting an additional amount not to exceed \$7,000 for callout services for rodents, spiders, and flying insects that is not included in the monthly contract pricing. The total cost of the contract,

including the four one-year extensions, is estimated at \$150,000.

Budget Authority

If the contract is authorized by the City Council, staff will execute a purchase order for \$7,265.32 for monthly services (four months) and an amount not to exceed \$2,000 for callout services for Fiscal Year 2020-2021; and a purchase order for \$21,795.96 for monthly services and an amount not to exceed \$5,000 for callout services for Fiscal Year 2021-2022. There is sufficient budget in account 687-18-001-5340 in Fiscal Year 2020-2021. Staff is anticipating that the account will have a sufficient budget in Fiscal Year 2021-2022 pending City Council approval of the budget. Therefore, no additional appropriations are requested. The four one-year term extensions are subject to budget approval in future years.

ATTACHMENT(S)

Attachment(s) to Staff Report

- Request for Proposals for Citywide Pest Control Services, RFP No. 58505

Attachment(s) to Related Legislative File

- Non-Professional Services Agreement between the City of San Leandro and Advanced IPM for Citywide Pest Control Services

PREPARED BY: Jennifer Auletta, Deputy Public Works Director, Public Works Department