INFORMATIONAL MEMORANDUM

TO: Agency Commissioners

FROM: Fred Blackwell
Executive Director

SUBJECT: To inform the Commission of staff’s intention to issue a Request for Proposals to provide cleaning, maintenance and related services for Agency-owned properties for a three-year period; All Redevelopment Project Areas and Citywide Housing sites

PURPOSE OF INFORMATION

The purpose of this Informational Memorandum is to advise the Commission of staff’s intention to issue a Request for Proposals (“RFP”) seeking cleaning, maintenance and related services for several vacant properties within the Agency’s various project areas and on Citywide Housing sites.

DISCUSSION

Currently, the Agency owns five properties that require extensive maintenance and care: (1) 474 Natoma Street, (2) Shoreview Park, (3) 735 Battery Street, (4) Keith/Fairfax lot and canyon area, (5) Whitney Young/Hudson Avenue lot. The properties are held by the Agency until final disposition or development. The areas in which the properties are located have a high incidence of vagrancy and loitering which contributes to a large amount of debris on the property. Maintenance of the properties requires the contractor to remove litter and large trash, remove graffiti, mow lawns, prune trees and vines, repair and maintain security fences and inspect the properties to discourage loitering and homeless encampments. Under the purposed RFP, Agency staff will be able to add or subtract properties to this portfolio as needed.

The Agency’s current contract for the cleaning, maintenance and related services of the five properties is with Westcoast Maintenance Services (“WCM”) which was selected through a competitive bidding process. WCM’s contract will expire on March 29, 2010.

Staff plans to issue the RFP on December 16, 2009, with a submittal date of January 29, 2010. The RFP will be advertised via the following mediums: (1) the Agency’s website, (2) the City of San Francisco’s “Bids and Contracts” weekly newsletter and website, and (3) local publications reaching San Francisco’s many diverse populations. Agency staff will evaluate the RFP responses based on the proposed staffing and budget, experience in cleaning and maintenance and ability to comply with the Agency’s policies. RFP responses will be evaluated by an Agency-led team. Staff anticipates recommending a contractor for Commission consideration in March of 2010.
The proposed RFP selection process and timeline is shown in the chart below:

<table>
<thead>
<tr>
<th>RFP available at the Agency’s office and the Agency’s website <a href="http://www.sfgov.org/sfra">www.sfgov.org/sfra</a></th>
<th>10:00 a.m., Wednesday, December 16, 2009</th>
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<tbody>
<tr>
<td>Pre-Proposal meeting at the Agency (One South Van Ness Avenue, Fifth Floor)</td>
<td>10:30 a.m., Wednesday, January 6, 2010</td>
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<td>Deadline for questions and requests for additional information</td>
<td>4:00 p.m., Wednesday, January 13, 2010</td>
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<td>Submission deadline for proposal</td>
<td>4:00 p.m., Friday, January 29, 2010</td>
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<td>Proposal interviews</td>
<td>February 8 – February 29, 2010*</td>
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<td>Agency Commission consideration</td>
<td>Tuesday, March 2, 2010</td>
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* Dates subject to change

Upon Commission authorization, the selected vendor will enter into a personal services contract with the Agency for a three-year term. During the negotiation of the personal services contract, a budget will be determined and also presented to the Commission for its consideration. A copy of the RFP, which includes the vendor selection criteria, is attached. If the Commission does not object, staff will proceed with the RFP issuance and selection process outlined above.

*Originated by Audrey V. Kay, Property Management Supervisor*

Fred Blackwell
Executive Director

Attachment 1: [Request for Proposals Cleaning, Maintenance and Related Services](attachment1)