

RESOLUTION NO. 104 - 2009

Adopted October 6, 2009

AUTHORIZING A FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH WESTCOAST MAINTENANCE SERVICE, A SOLE PROPRIETORSHIP, TO INCREASE THE BUDGET BY \$60,000, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$167,938, TO PROVIDE CLEANING, MAINTENANCE AND RELATED SERVICES; ALL REDEVELOPMENT PROJECT AREAS AND CITYWIDE HOUSING SITES

BASIS FOR RESOLUTION

1. On February 20, 2007, the Agency Commission approved a Personal Services Contract ("Contract") with Westcoast Maintenance Service, a sole proprietorship ("Westcoast Maintenance"), to provide cleaning, maintenance, and related services at 474 Natoma Street in the South of Market Redevelopment Project Area for a term of one year with two, one-year extensions in an aggregate amount not to exceed \$107,938.
2. A provision in the Contract allows staff to add and remove properties to the scope of services at the discretion of the Agency. Accordingly, to address the increased maintenance needs of other Agency-owned properties, staff executed a change order to the Contract on April 16, 2009 that added five properties to the scope of services but kept the aggregate budget the same.
3. Staff projects that the budget needed for continued maintenance of the six properties for the remainder of the term of the Contract is \$60,000, for a total amount not to exceed \$167,938 ("First Amendment"). The five properties added to the Contract include: (1) Shoreview Park, (2) 1345 Turk Street, (3) 735 Battery Street, (4) the Keith/Fairfax Streets lot and canyon area, and (5) the Whitney Young Circle/Hudson Street lot.
4. The Contract with Westcoast Maintenance expires in March 2010. To ensure continuous maintenance of the Agency-owned properties, staff will request Commission approval to issue a Request for Proposals for the cleaning and maintenance of the lots in November 2009.
5. The provision of roving patrol services at Agency-owned properties is not a "Project" as defined by the California Environmental Quality Act ("CEQA") in CEQA Guidelines Section 15378(b)(5) because the provision of patrol services within a redevelopment project area is a normal administrative activity of the Agency, will not change conditions in the project area, and will not independently result in a physical change in the environment. The provision of cleaning and

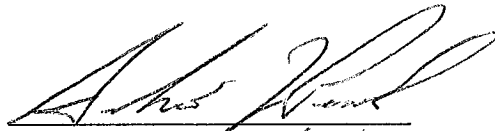
maintenance services for the properties would have no resultant significant impacts on the physical environment, and are activities that are exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

6. Staff recommends approval of the First Amendment to the Contract.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to execute a First Amendment to the Personal Services Contract with Westcoast Maintenance Service, a sole proprietorship, to increase the budget by \$60,000, for a total Contract amount not to exceed \$167,938, to provide cleaning, maintenance and related services in all Redevelopment Project Areas and Citywide Housing Sites.

APPROVED AS TO FORM:



for James B. Morales 9/22/09
Agency General Counsel