

CITY OF YUBA CITY
STAFF REPORT

Date: March 1, 2022
To: Honorable Mayor & Members of the City Council
From: Finance/IT Department
Presentation By: Spencer Morrison, Finance Director

Summary

Subject: Clarification of the Custodial Services Bid (FB22-05) Awardee
Recommendation: Adopt a Resolution to clarify that the bid award for FB22-05 was intended for Valley Commercial Cleaning and once the vendor changes their name to "VALCO Cleaning, Inc." and provides the appropriate documentation that it is Department of Industrial Relations and bid specification compliant, the City Manager is authorized to amend the agreement to add "VALCO Cleaning, Inc." and remove Valley Commercial Cleaning from the contract
Fiscal Impact: No additional fiscal impact to the previously awarded Formal Bid (FB22-05)

Purpose:

To clarify the Formal Bid (FB 22-05) award for custodial services that was intended to be awarded to Valley Commercial Cleaning.

Council's Strategic Goal:

This item addresses two of the City Council's Strategic Goals including fiscal responsibility and business friendly.

Background:

The City recently conducted FB22-05 to procure custodial services for the Senior Center, Gauche Aquatic Park, and Sutter Animal Services Authority. The bid was awarded to "VALCO Cleaning, Inc.," which was noted to formerly be Valley Commercial Cleaning, and was approved at the January 18, 2022 City Council meeting. Valley Commercial Cleaning submitted the bid documents and were recommended for the award. Before the award date, Valley Commercial Cleaning filed to incorporate their business. This caused a miscommunication when it came to the name of the business that the bid should be awarded to, and delays in the incorporation process have affected agreement timing.

Analysis:

The Finance Department worked with the City Attorney and Department of Industrial Relations (DIR) to clear up questions regarding the bid award, licenses, and incorporation process that took place. Per the DIR, Valley Commercial Cleaning is in full compliance with their requirements and is able to provide custodial services in the State of California.

Valley Commercial Cleaning participated in the bid process, provided all of the required bid items to the City, and was ultimately recommended for the award. The timing of the incorporation process for Valley Commercial Cleaning created a misunderstanding with the name of the awardee and the corporate entity at the time of the execution of the agreement. To address this issue, the City Attorney and Finance staff concluded that clarification that the formal bid award is intended for "Valley Commercial Cleaning", and then "VALCO Cleaning, Inc." once the incorporation process is complete. Once this is done, and the new entity is DIR and bid specification compliant, Staff are requesting the City Manager be authorized to amend the agreement to add "VALCO Cleaning, Inc." and remove "Valley Commercial Cleaning" from the agreement.

Fiscal Impact:

No additional fiscal impact to the previously awarded Formal Bid (FB22-05).

Alternatives:

- 1) Deny the Resolution

- 2) Begin a new formal bid process

Recommendation:

Adopt a Resolution to clarify that the bid award for FB22-05 was intended for Valley Commercial Cleaning and once the vendor changes their name to "VALCO Cleaning, Inc." and provides the appropriate documentation that it is DIR and bid specification compliant, the City Manager is authorized to amend the agreement to add "VALCO Cleaning, Inc." and remove Valley Commercial Cleaning from the contract.

Attachments:

1. Resolution - FB22-05 Awardee Clarification

Prepared By:

Kevin Rivera
Accountant I

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
CLARIFYING THE AWARDEE AND STANDARD AGREEMENT OF FB22-05
WAS INTENDED FOR VALLEY COMMERCIAL CLEANING UNTIL THEIR
INCORPORATION IS COMPLETE AND WILL THEN CONDUCT BUSINESS
AS VALCO CLEANING, INC.**

WHEREAS, Formal Bid (FB)22-05 was previously conducted and awarded to VALCO Cleaning, Inc., on January 18, 2022; and

WHEREAS, Valley Commercial Cleaning had submitted the bid and other materials for the project; and

WHEREAS, just before the award of the bid, Valley Commercial Cleaning filed to incorporate their business and stated their new entity name would be "VALCO Cleaning, Inc."; and

WHEREAS, some confusion was caused due to the situation with the awardee name, and Finance staff worked with the Department of Industrial Relations and the City Attorney to clarify the incorporation and licensing process needed from the awardee to properly conduct business; and

WHEREAS, the Department of Industrial Relations confirmed that Valley Commercial Cleaning is properly licensed to conduct business in the State of California; and

WHEREAS, staff recommends adopting a resolution to clarify that the FB22-05 award and agreement were both intended for Valley Commercial Cleaning and once the vendor provides the appropriate documentation that they are DIR and bid specification compliant, then the City Manager is authorized to amend the agreement to add "VALCO Cleaning, Inc." and remove "Valley Commercial Cleaning" from the agreement

NOW, THEREFORE, the City Council of the City of Yuba City does resolve as follows:

1. The City Council of Yuba City finds that the previously awarded formal bid, FB22-05, was initially intended for "Valley Commercial Cleaning," and once the vendor's name changes to "VALCO Cleaning, Inc." and provides the appropriate documentation that is DIR and bid specification compliant, the City Manager is authorized to amend the agreement to add "VALCO Cleaning, Inc." and remove Valley Commercial Cleaning from the contract.
2. This Resolution shall take effect immediately.

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 1st day of March, 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM:
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP