TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DATE: JUNE 16, 2008

SUBJECT: APPROVAL OF A UTILITIES ENTERPRISE FUND CONTRACT WITH ROTO ROOTER SERVICES COMPANY FOR SEWER LATERAL CLEANING SERVICES IN AN AMOUNT NOT TO EXCEED $160,000 AND A TERM OF UP TO THREE YEARS

RECOMMENDATION

Staff recommends that Council approve and authorize the City Manager or his or her designee to execute the attached contract with Roto Rooter Services Company in an amount not to exceed $160,000 for the first year of Sewer Lateral Cleaning Services.

Staff also recommends that Council approve and authorize the City Manager or his or her designee to exercise the option to renew the contract for the second and third years (in an amount not to exceed of $160,000 per year), provided the funds are appropriated in the budget for subsequent fiscal years, the contractor is responsive to the City's needs, and the quality of the contractor's work product is acceptable during each year of the contract.

DISCUSSION

Project Description

The work to be performed under this contract is for cleaning sewer laterals when a customer reports a sewer back-up. The Contractor is required to provide a timely response to the City’s requests and to be available to clean the sewer laterals 24-hours a day, 365 days a year on an as-needed basis.

This contract will allow the City’s Utilities Wastewater Operations staff to focus on scheduled maintenance and repairs to the 200-miles of collection system mains and will reduce the City’s overtime costs for responding to sewer blockage calls during the holidays.
Summary of Bid Process

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Sewer Lateral Cleaning Services/RFQ #126818</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>36 months</td>
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<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>4</td>
</tr>
<tr>
<td>Number of Bids Mailed to Builder’s Exchanges</td>
<td>0</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>14</td>
</tr>
<tr>
<td>Pre-Bid Meeting?</td>
<td>yes</td>
</tr>
<tr>
<td>Number of Bids Received:</td>
<td>2*</td>
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*Bid summary provided in Attachment B.

Staff has reviewed the bids submitted and recommends that the bid submitted by Roto Rooter Services Company be accepted and that Roto Rooter Services Company be declared the lowest responsible bidder.

Staff confirmed with the Contractor's State License Board that the contractor has an active license on file. Staff checked references supplied by the contractor for previous work performed and found no significant complaints.

RESOURCE IMPACT
The first year of funding, $160,000, has been budgeted in FY 08/09.

POLICY IMPLICATIONS
This recommendation is consistent with the Council approved Utilities Strategic Plan Key Strategy #2, “Invest in utility infrastructure to deliver reliable service.”

ENVIRONMENTAL REVIEW
This project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15301 (b) repair and maintenance of existing utility facilities and 15302 (c) replacement or reconstruction of existing utility facilities.
ATTACHMENTS
A: Contract
B: Bid Summary
C: Insurance Certificate

PREPARED BY:
Silvia Santos, Project Engineer, Engineering WGW
Frank Alvarado, Supervisor, Operations WGW
Javad Ghaffari, Manager, Operations WGW

DEPARTMENT HEAD:
__________________________________
VALERIE O. FONG
Director of Utilities

CITY MANAGER APPROVAL:
________________________
STEVE EMSLIE/KELLY MORARIU
Deputy City Managers