


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office, City Manager's Budget Office, and Police Department	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  9/7/23

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS WITH CRIME SCENE CLEANERS, INC. FOR CRIME SCENE CLEANING: REMOVAL AND DISPOSAL OF BIOHAZARDOUS WASTE

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or designee to exercise up to four one-year options to extend the term of the purchase orders with Crime Scene Cleaners, Inc. (Orinda, CA) for crime scene cleaning services, with the last option ending on or about September 30, 2027, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action provides the City with crime scene cleaning services to mitigate contamination from biohazardous waste and minimize risks to the community.

BASIS FOR RECOMMENDATION:

The San José Police Department responds to crime scenes, industrial accidents, and natural disasters with the goal of ensuring safety for the general public. The Police Department is responsible for ensuring biohazards are properly disposed of and/or sanitized at crime scene locations when necessary. Outside service providers are utilized to provide crime scene cleaning and related biohazard abatement at various City locations. Utilizing outside service providers allows the City to minimize department operational impacts and avoid delays in service delivery. Crime scene cleaning services are essential for public safety and to ensure City police officers are able to return to service in a timely manner.

In June 2022, a competitive Request for Quotes was released by the Finance Department to procure these services. One responsive bid was submitted, and no protests were received. The sole bidder did not apply for the City local or small business preferences. Staff awarded to Crime Scene Cleaners, Inc. pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B. A purchase order was executed in the amount of \$125,000 for the period of October 1, 2022 to September 30, 2023 under City Manager authority. The option period for October 1, 2023 to September 30, 2024 is projected to be in the amount of \$125,000 as appropriated and future options will be subject to appropriation. Approval of this recommendation will ensure the City continues to receive these essential crime scene cleaning services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Proposed Budget Pg.*	Last Budget Action (Date, Ord. No)
001	0502	Non-Personal/Equipment	\$22,954,500	\$125,000	684	06/20/23, 30933

*The 2023-2024 Adopted Operating Budget was approved on June 13, 2023 and adopted on June 20, 2023 by City Council.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing & Risk Management, at albie.udom@sanjoseca.gov.