



Meeting Date: September 11, 2025

To: Public Works Commission

Through: Carla Short, Public Works Director
Bruce Robertson, Deputy Director for Financial Management & Administration

From: Victor Tam, Contract Manager

Subject: Master As-Needed Agreement M22 General Building Services – Two Contract Awards

Director's Recommendation: Award Master As-Needed Agreement M22 General Building Services with a not-to-exceed amount of \$3,000,000 each for 730 consecutive calendar days to Dynasel USA, and City Building, Inc. Also, for each contract, authorize the Director of Public Works to approve future modifications to increase the contract duration by up to 1,095 calendar days, for a new total duration of up to 1,825 calendar days, and to increase the not-to-exceed amount by up to \$1,500,000 each, for a new total not-to-exceed amount of \$4,500,000 each.

Contract Background: The work to be performed under this contract consists of general building services at various locations in the City, and may include, but is not limited to, repair, alteration, modernization, maintenance, rehabilitation, demolition, and construction of infrastructure, buildings, structures, or other real property. The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.64 requirements. Contractors who can demonstrate experience, expertise, and quality of work may be awarded a master agreement for a term of up to two years and a Maximum Contract Amount of \$3,000,000. When work is needed, at least three contractors awarded a master agreement will be invited to submit a competitive quotation for the work. The contractor submitting the lowest responsive quotation may be awarded the Contract Service Order to perform the work.

Solicitation Process: The Department advertised the continuous solicitation of the Request for Qualifications on December 21, 2022. Public Works and Contract Monitoring Division staff evaluated the Request for Qualifications submittal packages from Dynasel USA and City Building, Inc., and staff determined that Dynasel USA and City Building, Inc. meet the minimum qualifications of the solicitation.

Contract Details:

Contract Title:	Master As-Needed Agreement M22 General Building Services
Contract Award Amount (Each Contract):	Not-to-exceed \$3,000,000 with the option to increase the not-to-exceed amount by \$1,500,000, which would result in a total not-to-exceed amount of \$4,500,000

Cost Estimate:	N/A
Contract Funding Sources:	Dependent on CSO
Anticipated Project Schedule:	N/A
Contract Duration (Each Contractor):	Initial duration of 730 consecutive calendar days, with the option to extend the contract duration by up to 1,095 calendar days, which would result in a total duration of up to 1,825 consecutive calendar days
Contractors:	Dynasel USA City Building, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	N/A
Environmental Determination (if applicable):	N/A
Other Compliance:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: Resolution (Dynasel USA) Attachment 2: CMD Pre-Award Memo (Dynasel USA) Attachment 3: Resolution (City Building, Inc.) Attachment 4: CMD Pre-Award Memo (City Building, Inc)

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, On December 21, 2022, San Francisco Public Works (“Public Works”) advertised a Request for Qualifications for Master As-Needed Agreement M22 General Building Services; and

WHEREAS, The work to be performed under this contract consists of general building services at various locations in the City, and may include, but is not limited to, repair, alteration, modernization, maintenance, rehabilitation, demolition, and construction of infrastructure, buildings, structures, or real property; and

WHEREAS, When the applicable work is available, contractors awarded a master agreement will be invited to submit a competitive quotation for the work and the contractor submitting the lowest responsive quotation may be awarded the Contract Service Order to perform the work; and

WHEREAS, The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.64 requirements; and

WHEREAS, The not-to-exceed contract amount is \$3,000,000; and

WHEREAS, The initial contract duration is 730 calendar days; and

WHEREAS, Public Works staff and Contract Monitoring Division staff reviewed the bids and determined that City Building, Inc. is responsive and responsible; and

WHEREAS, The Director recommends the Commission’s approval of the initial not-to-exceed contract amount and the initial contract duration referenced above, as well as the Commission’s approval of the Director’s authority to increase the contract duration contingency by up to 1,095 calendar days and to increase the not-to-exceed amount contingency by up to \$1,500,000; now, therefore, be it

RESOLVED, That this Commission hereby awards Master As-Needed Agreement M22 General Building Services Contract on an if-and-as-needed basis, in the not-to-exceed amount of \$3,000,000 for a duration not to exceed 730 consecutive calendar days, to City Building, Inc., and be it

FURTHER RESOLVED, That this Commission hereby authorizes the Director to approve an increase of up to 1,095 calendar days to the contract duration contingency and to increase the not-to-exceed amount contingency by up to \$1,500,000.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission



MEMORANDUM

Date: July 28, 2025

To: Victor Tam, PW
Ben Washington, PW

From: James Chung, CMD

Subject: CMD Review of Request for Qualifications Submitted June 24, 2025 for Master As-Needed M22 General Building Services (Sourcing Event ID #0000007673)

The Contract Monitoring Division ("CMD") has reviewed the proposal and supporting documentation submitted for the subject Request for Qualifications ("RFQ"). Public Works ("PW") accepts requests for this RFQ on a continuous basis. Bidders awarded a master agreement through this RFQ will be invited to submit competitive quotes for the award of Contract Service Orders ("CSOs").

City Building, Inc. ("City Building") is eligible for an award of a master agreement.

Bid Discount

The bid discount is not applicable at the RFQ stage. City Building is not eligible for a bid discount on each subsequent quote submitted for each CSO.

Proposer	Status	Bid Discount
City Building	Non-LBE	N/A

LBE Subcontracting Participation and "Good Faith Efforts" Requirement

PW must contact CMD to set an LBE subcontracting participation requirement for each CSO prior to advertisement of each CSO.

Contractors in the Master As-Needed pool must meet or exceed the LBE subcontracting participation and "Good Faith Efforts" requirements for each CSO to be eligible for the award of the CSO.

CMD finds City Building responsive to pre-award requirements of Chapter 14B. Once awarded, the contract(s) will be monitored for compliance with the LBE subcontractor participation commitment, as well as other 14B requirements.

Primary CMD contact for the contract: James Chung, James.Chung@sfgov.org.

CMD must be contacted immediately for:

- Subcontractor addition/substitution;
- Contract modification that cumulatively increases the original contract value by 20%;

- Prompt payment issues;
- Any other issues pertaining to LBE subcontractor participation

Noncompliance may result in penalties, including monetary fines. Please communicate with CMD early.

JC