



**Meeting Date:** September 10, 2024

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
Ronald Alameida, City Architect and Deputy Director for Buildings

**From:** Victor Tam, As-Needed Contracts Manager

**Subject:** Master As-Needed Agreement M22 General Building Services – Contract Award

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**Director’s Recommendation:** Award Master As-Needed Agreement M22 General Building Services with a not-to-exceed amount of \$3,000,000 for 730 consecutive calendar days to DC Construction, Inc. In addition, authorize the Director of Public Works to approve future modifications to increase the contract duration by up to 1,095 calendar days, to 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, for a new total not-to-exceed amount of \$4,500,000.

**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 will be 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 (CSO) to perform the work.

**Solicitation Process:** The Department advertised the continuous solicitation of the Request for Qualifications on December 21, 2022. Staff evaluated the Request for Qualifications submittal package from DC Construction, Inc. and it was determined that DC Construction, Inc. meet the minimum qualifications of the solicitation.

**Contract Details:**

<b>Contract Title:</b>	Master As-Needed Agreement M22 General Building Services
<b>Contract Award Amount:</b>	Not-to-exceed \$3,000,000 with the option to increase the not-to-exceed amount by \$1,500,000, resulting in a total not-to-exceed amount of \$4,500,000
<b>Cost Estimate:</b>	N/A

<b>Contract Funding Sources:</b>	Dependent on CSO
<b>Anticipated Project Schedule:</b>	N/A
<b>Contract Duration:</b>	Initial duration of 730 consecutive calendar days with the option to extend the contract duration by up to 1,095 calendar days, to 1,825 consecutive calendar days
<b>Contractor Name:</b>	DC Construction, Inc.
<b>Compliance with Chapter 14B Local Business Enterprise Ordinance:</b>	N/A
<b>Environmental Determination (if applicable):</b>	N/A
<b>Other Compliance:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: Resolution (DC Construction, Inc.) Attachment 2: CMD Pre-Award Memo (DC Construction, 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 (RFQ) 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 other real property; and

WHEREAS, When 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 DC Construction, 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 an increase of up to 1,095 calendar days to the contract duration contingency and an increase of up to \$1,500,000 to the not-to-exceed amount contingency; 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 730 consecutive calendar days, to DC Construction, 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 of \$1,500,000.

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

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Commission Affairs Manager  
Public Works Commission



## MEMORANDUM

Date: July 11, 2024

To: Ben Washington, Contract Administration, SF Public Works  
Victor Tam, Contract Coordinator, SF Public Works

From: Ivan Oldenkamp, Contract Monitoring Division

Subject: 0000007673 MAN-M22 Master As-Needed General Building Services – DC Construction, Inc.

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The Contract Monitoring Division (“CMD”) has reviewed the bids/RFQs submitted for the above referenced project and determined responsiveness to the Chapter 14B pre-award requirements.

The LBE subcontracting requirement will be set at the task order level for this contract.

Below is a summary of CMD’s review.

Bidder	Status	Base Bid
DC Construction, Inc.	Non-LBE	N/A

DC Construction, Inc. (“DC”) indicated on CMD Form 3 that it will comply with the provisions of Chapter 14B and its implementing Rules and Regulations.

The LBE subcontracting requirement and good faith efforts requirement must be met on each task order.

Based on the foregoing, CMD has determined that DC has complied with the Chapter 14B pre-award requirements.

Should you have any questions, please contact Ivan Oldenkamp at [ivan.oldenkamp@sfgov.org](mailto:ivan.oldenkamp@sfgov.org)