



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Terry Roberts
José Obregon

SUBJECT: SEE BELOW

DATE: 06-23-04

Approved

Date

6/24/04

Council District: Citywide

**SUBJECT: TECHNOLOGY, FURNITURE, EQUIPMENT AND RELOCATION
PROCUREMENT FOR THE NEW CITY HALL – WINDOW WASHING REPORT**

REASON FOR ADDENDUM

To provide additional information on the analysis of the facility window washing.

RECOMMENDATION

Approval to:

- a) Execute a contract change order with Skymaster, Inc. in the amount of \$389,057 for window washing equipment for the Rotunda Brise Soleil for a total contract not to exceed \$1,286,436 and,
- b) Report back to Council within 3 months with a recommendation on the procurement of a window cleaning hydraulic -lift or alternative window cleaning services.

CEQA: Civic Plaza Redevelopment Plan EIR, Resolution No. 68905, PP98-03-072.

BACKGROUND

At the February 3, 2004 meeting, City Council directed staff to perform a comparative analysis of the existing City Hall window washing operations with the option of buying new equipment for use in the New City Hall. This memorandum represents that comparison and is the basis for the above recommendation. Item FE2 in the Technology, Furniture, Equipment, and Relocation budget includes a total of \$850,000 for equipment related to window washing. This action would authorize the expenditure of \$389,057 for window washing equipment for the rotunda brise soleil.

ANALYSIS

Window washing is an integral element in all facility maintenance plans and is intended to avoid the early degradation of the window components while enhancing the overall appearance of a building. The existing City Hall is a four and six-story building complex with approximately 70,000 square feet of glass surface. The building structure has rooftop infrastructure that provides a level of access to the window façade and facilitates the cleaning of the exterior windows of the building. The recommended cleaning frequency is two times a year, however, operating budget reductions have led to the current suspension of window washing services.

The new City Hall with its 18-story tower, rotunda and the council wing contains approximately 400,000 square feet of cleanable vertical surfaces, both glass and metal (for simplicity referred to herein as “window cleaning”). The unique features of the rotunda, coupled with the overall size of the building, requires special window washing equipment to facilitate the cleaning of both the interior and exterior windows.

Brise Soleil Equipment:

The new City Hall maintenance plan calls for the cleaning of the façade of the building as well as the interior and exterior glass and metal areas of the rotunda. These tasks require equipment that provides access to the glass areas and facilitate cleaning operations. As in the existing City Hall permanently installed infrastructure has been programmed into the core and shell construction of the tower and council wing for this purpose. The rotunda however, requires that window-cleaning equipment be designed and installed between the brise soleil and the glass to properly and safely access and clean the glass. The equipment includes a series of support rails, a bosun’s chair (a chair that allows for maintenance staff to safely suspend along the building at high elevations), and related equipment. Several design options have been reviewed for this equipment and the proposed solution is the one that has been determined to be the most efficient, effective and safe means of accessing this space.

Staff recommends that the proposed equipment fabrication and installation be accomplished through a change order with Skymaster, Inc., a contractor that is currently engaged with the project, is working at the site and has worked with Richard Meier and Partners to finalize a workable design. Skymaster already has an active bid contract on the project for the window-washing infrastructure on the tower and is very qualified to perform the work. Utilizing Skymaster will save time and help keep the project on schedule. In addition, using Skymaster also helps reduce costs by the fact that the contractor is already mobilized on the site. It is critical that the work proceed in a timely manner to coincide with other work on the site. Staff believes the negotiated amount of \$389,057 is appropriate for the work involved. The Technology, Furniture, Equipment, and Relocation budget appropriation for the work is \$400,000.

Mobile Equipment

As previously stated, complete cleaning of the interior of the rotunda will require a unique lift that both fits through the entryway and allows for access at the highest point. The proposed lift

will facilitate the cleaning of a large portion of the exterior of the rotunda as well as provide access to the interior of the structure. In addition the lift can be used to perform cleaning, maintenance and repair functions throughout the new city hall complex and support other maintenance activities requiring high reach equipment at other city buildings.

As indicated, this lift will be used to support other maintenance activities in facilities throughout the City. By procuring this equipment, facility managers would be able to address other maintenance needs without incurring equipment rental costs. The chart below identifies a number of currently programmed maintenance activities that require the rental of a lift. The estimated savings reflect 31 days of equivalent rental usage.

Estimated Annual Lift Rental Savings at other City Facilities

Facility	Activities	Estimated Annual Savings
HP Pavilion	Exterior Cleaning	\$8000
Tech Museum	Maintenance Access	\$1600
Children’s Discovery Museum	Paint, Maintenance Activities	\$1600
Misc Maintenance Responsibilities	Various City Locations	\$4000
New City Hall	Maintenance Access	\$8000
Convention Center	Maintenance Access, Cleaning, Hanging Banners	\$1600
	Total Possible Savings	\$24,800

Lift Utilization in New City Hall:

Staff is pursuing a window-cleaning cycle for the new city hall that aligns with the recommended standards established by the *ASTM Standards on Whole Building Functionality and Serviceability*. These standards provide service levels from a low of 1 to a high of 9. The cleaning cycle recommended relates to a Service level of 7 - the level recommended for and utilized by the private industry for Class A and B mid- and high-rise office buildings in downtown San Jose. The recommended cleaning cycle is intended to ensure that the facility is kept aesthetically pleasing and will maximize the life cycle of the infrastructure. Based on this service level, and applying the cleaning frequency noted below, the annual usage of the lift equipment for window cleaning functions at the new City Hall will amount to an estimated 60 days of activity or a total of 91 days per year for all facilities.

Cleaning Cycle – Annual Window Cleaning Frequency

	Exterior		Interior
	Glass	Metal	
Tower	2	1	1
Rotunda	3	1	2
Council Wing	2	1	1

In validating the need for the lift equipment, staff investigated the availability of the unit in the rental market and performed an analysis of the operational options that could be employed to perform the required work. Staff's research on the availability of similar equipment in the rental market has determined that while there are similar hydraulic lifts in the rental market, a rental unit capable of achieving the appropriate lifting height while maintaining a profile compact enough to allow entry to the rotunda area is currently not available. In addition, preliminary analysis indicates that the most cost effective means of performing the cleaning operations in the new city hall may be through the use of contracted services utilizing City owned equipment as indicated in the chart below. The chart includes labor costs only.

In-House vs. Contracted Cost Comparison

	Estimated Annual Cost
In-house	\$201,444
Contract	\$145,904

This cost estimate is based on a cleaning program that provides a building at an ASTM Service level of 7, as noted above.

It is staff's intent to continue to investigate and analyze other solutions and alternatives to the purchase of the hydraulic-lift. In addition, staff proposes to complete a more detailed cost benefit analysis, examine customer impacts associated with each operational option and evaluate employee/contractor productivity based on availability of the proposed equipment. Staff proposes to return to Council within 3 months with a final recommendation.

If a recommendation for purchase is brought forward, the current estimated cost of the lift is \$325,000. The useful life of the equipment has been projected to be approximately 25 years and the Technology, Furniture, Equipment, and Relocation budget appropriation for the equipment is \$325,000.

PUBLIC OUTREACH

Not Applicable

COORDINATION

This memorandum has been coordinated with the City Manager’s office, the Department of General Services, and the Department of Public Works.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$389,057
2. COST OF PROJECT:

Equipment	\$389,057
Contingency	0
TOTAL	\$389,057
3. SOURCE OF FUNDING: 473 – Civic Center Improvement Fund
4. FISCAL IMPACT: This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	RC #	Total Appn	Amt for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
473	4853	Civic Center Furniture, Equipment, and Relocation	133209	\$17,300,000	\$389,057	n/a	01/13/04, Ord. No. 27503

CEQA

Civic Plaza Redevelopment Plan EIR, Resolution No. 68905, PP98-03-072.

HONORABLE MAYOR & CITY COUNCIL

6-23-04

Subject: TECHNOLOGY, FURNITURE, EQUIPMENT AND RELOCATION PROCUREMENT FOR THE NEW CITY HALL – WINDOW WASHING REPORT

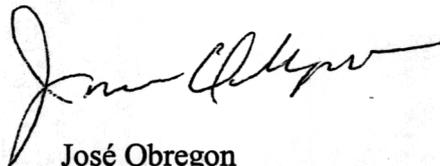
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CONCLUSION

Based on this information, staff recommends a) execution of a contract change order with Skymaster, Inc. in the amount of \$389,057 for window washing equipment for the Rotunda Brise Soleil for a total contract not to exceed \$1,286,436 and, b) a report back to Council within 3 months with a recommendation on the procurement of a window cleaning hydraulic-lift or alternative window cleaning services.



Terry Roberts
Deputy City Manager



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Director of General Services