



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

BOARD OF DIRECTORS - REGULAR MEETING AGENDA

Thursday, June 13, 2024 – 6:00 PM
Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Board Room – Second Floor
Mather, California

Grant Goold
Board President
Division 2

Ted Wood
Board Vice President
Division 4

Jennifer Sheetz
Board Secretary
Division 5

Cynthia Saylor
Board Member
Division 1

Robert Webber
Board Member
Division 3

D'Elman Clark
Board Member
Division 6


Brian Rice
Board Member
Division 7

Gay Jones
Board Member
Division 8

John Costa
Board Member
Division 9

&
Remotely Via Zoom
Webinar ID: 827 3461 0232 #
Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg
Board Clerk
(916) 859-4305

rittburg.marni@metrofire.ca.gov

The Board will convene in open session at 6:00 p.m.

Serving Sacramento and Placer Counties



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JUNE 13, 2024

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast and AT&T U-Verse cable systems. This meeting is also webcast at metro14live.saccounty.gov. **Today's meeting replays at 2:00 p.m. on Saturday, June 15, 2024 and again at 6:00 p.m. on Monday, June 17, 2024, on Channel 14.** This meeting can also be viewed at youtube.com/metrocable14.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA:

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to **three (3) minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS:

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

CONSENT ITEMS

Page No.

- | | | |
|----|---|----|
| 1. | Action Summary Minutes
Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of April 25, 2024. | 6 |
| 2. | Disclosure of Material Expenditure – Insurance Broker Services – USI Insurance Services - \$50,000.
Recommendation: Authorize the payment of \$50,000 to USI Insurances Services for insurance brokerage services. | 10 |



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REGULAR BOARD MEETING

THURSDAY, JUNE 13, 2024

3. **Disclosure of Material Expenditure – Excess Workers’ Compensation Insurance – Safety National Casualty Corporation - \$506,933.** 11
Recommendation: Authorize the payment of \$506,933.00 to Safety National Casualty Corporation for Excess Workers’ Compensation Insurance.
4. **Contract for Employee Assistance Program (EAP) with Concern** 13
Recommendation: Authorize the Fire Chief or designee to execute a one-year contract with Concern without a competitive RFP process, effective July 1, 2024.

PRESENTATION ITEMS:

1. **Service Delivery Update** 15
(AC Jon Rudnicki and AC Michael Johnson)
Recommendation: Receive update.
2. **Community Relations Update** ** No written report
(PIO Parker Wilbourn)
Recommendation: Receive update.

ACTION ITEMS:

1. **Adopt Resolution – Zinfandel Phase 3 Buildout – Project Authorization & Contract Award** 20
(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution approving a contract award for design-build services to Diede Construction, Inc for completion of the Zinfandel First Responder Training Facility Phase 3 Buildout; approving a contract amendment with Benham Design, LLC for owner advisor services; and delegation of authority to the Fire Chief or his designee for related acts to effectuate the completion of the project.
2. **Adopt Resolution – Janitorial Cleaning & Maintenance Services Contract Award** 36
(Logistics Division Manager Mark Jones)
Recommendation: Adopt Resolution approving a contract award to PRIDE Industries One Inc and authorize the Fire Chief or his designee to negotiate and execute a professional services agreement materially similar to the attached agreement.
3. **Adopt Resolution – Capital Improvement Plan FY 24/25 – 28/29** 65
(Administrative Analyst Erin Castleberry) ** **PDF Separate Attachment**
Recommendation: Receive presentation and Adopt Resolution adopting the Capital Improvement Plan FY 2024/2025 – FY 2028/2029.



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REGULAR BOARD MEETING

THURSDAY, JUNE 13, 2024

4. **Adopt Resolutions – FY 2024/25 Preliminary Budget** 81
(CFO Dave O'Toole) **** PDF Separate Attachment**
- A. Resolution – 2024/25 Preliminary Budget for the General Operating Fund 212A
 - B. Resolution – 2024/25 Preliminary Budget for the Capital Facilities Fund 212D
 - C. Resolution – 2024/25 Preliminary Budget for the Grants Fund 212G
 - D. Resolution – 2024/25 Preliminary Budget for the Development Impact Fees Fund 212I
 - E. Resolution – 2024/25 Preliminary Budget for the Leased Properties Fund 212L
 - F. Resolution – 2024/25 Preliminary Budget for the IGT Fund 212M
 - G. Resolution – 2024/25 Preliminary Budget for the Special Projects Fund 212S
- Recommendation:** Receive presentation and Adopt Resolutions adopting the Preliminary Budget for the fiscal year ending June 30, 2025.

REPORTS:

1. **PRESIDENT'S REPORT** — *(President Goad)*
2. **FIRE CHIEF'S REPORT** — *(Chief House)*
 - OPERATIONS REPORT** – *(Deputy Chief Mitchell)*
 - ADMINISTRATIVE REPORT** – *(Deputy Chief Bailey)* – **No Report**
 - SUPPORT SERVICES REPORT** – *(Deputy Chief Wagaman)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT** – *Captain Sean Scollard, Local 522 Vice President)*
4. **COMMITTEE AND DELEGATE REPORTS**

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

 - A. **Executive Committee** – *(President Goad)*
Next Meeting: TBD
 - B. **Communications Center JPA** – *(AC Greene)* – **No Report**
Next Meeting: June 11, 2024 at 9:00 AM
 - C. **Finance and Audit Committee** – *(Director Jones)*
Met Today
Next Meeting: June 27, 2024 at 5:30 PM
 - D. **Policy Committee** – *(Director Costa)*
Met Today
Next Meeting: July 11, 2024 at 5:30 PM

BOARD MEMBER QUESTIONS AND COMMENTS



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JUNE 13, 2024

CLOSED SESSION:

The Board will convene in closed session to meet on the following matters:

1. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION – Pursuant to California Government Code Section § 54956.9(d): One Case

1. Anthony Benelisha and the Sacramento Metropolitan Fire District
Claim No. 23-173286
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

CLOSED SESSION REPORT OUT

ADJOURNMENT

NEXT BOARD MEETING(S):


Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Mather, CA

- Regular Board Meeting – June 27, 2024 at 6:00 PM

Posted on June 10, 2024, by 4:30 p.m.

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report

**  Separate Attachment

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, April 25, 2024

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Goold. Board members present: Clark, Goold, Jones, Saylor, Sheetz, Webber and Wood. Board members absent: Costa and Rice. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

Public comments were not received.

CONSENT ITEMS

Moved by Director Wood, seconded by Sheetz and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of March 28, 2024.
Action: Adopted Minutes.
- 2. Renewal of AMR Agreement for Ambulance Services**
Recommendation: Approve a contract renewal with AMR and authorize the Fire Chief or his designee to execute the renewal agreement.
Action: Approved Contract Renewal with AMR.

ACTION ITEMS

- 1. Adopt Resolution – Request for Proposal (RFP) Award Recommendation 13**
RFP 24-01 Deferred Compensation Consulting Services
(Captain Dustin Rodrigues)
Recommendation: Adopt Resolution authorizing the deferred compensation committee Chairperson, Mitchell Thomas, to execute and administer an agreement materially similar

to the draft attached with the highest ranked proposer, Hyas Group, a separate business unit within Morgan Stanley Institutional Investment Advisors, LLC

Action: Moved by Director Sheetz, seconded by Jones, and carried unanimously by members present to adopt **Resolution 2024-078** authorizing the deferred compensation committee Chairperson, Mitchell Thomas, to execute and administer an agreement materially similar to the draft attached with the highest ranked proposer, Hyas Group.

2. Industrial Disability Retirement – Brian Watley

(Deputy Chief Bailey)

Recommendation: After discussion in Closed Session, consider adopting a Resolution finding Brian Watley has suffered job related injuries and is eligible for an Industrial Disability Retirement.

REPORTS

1. PRESIDENT’S REPORT - (President Goold)

President Goold thanked staff who worked hard to send four Directors to Capital to Capital in Washington DC. It was a great educational experience and money well spent.

2. FIRE CHIEF’S REPORT — (Chief House)

Sacramento County Board of Supervisors approved an additional \$1.1 Million to our Mobile Integrated Health (MIH) Program which will open up a second MIH so we will have one north of the river and one south of the river which is a great accomplishment for the program. Thank you to the Board of Supervisors for recognizing what we are doing for the community with the MIH program.

On the Health and Wellness side, on April 22nd we had a meeting with CPF President Director Rice and representative from Kaiser Permanente Cancer leadership who is looking at funding for a nationwide study and we were part of that conversation. Chief House expressed gratitude to BC Tony Peck and Safety Specialist Bobby Sestito for their great presentations.

On April 20th we collaborated with the American Red Cross offering home fire and life safety checks to members of Rancho Cordova Mobil County Club, we went to 450 home and installed 347 smoke alarms in over 200 homes.

OPERATIONS REPORT – (Deputy Chief Mitchell)

No Report

ADMINISTRATIVE REPORT – (Deputy Chief Bailey)

No Report

SUPPORT SERVICES REPORT – (Deputy Chief Wagaman)

No Report

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (Scott Owen, *Local 522 Representative*)

No Report

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – (*President Goold*)

No Report

B. Communications Center JPA – (*AC Greene*)

No Report

C. Finance and Audit Committee – (*Director Jones*)

Met tonight and had a fruitful discussion regarding the Bimonthly Fiscal Report.

D. Policy Committee – (*Director Costa*)

No Report

BOARD MEMBER QUESTIONS AND COMMENTS

Director Jones thanked staff for the great reports tonight.

Director Sheetz thanked Board Clerk Marni Rittburg, Director of Government Affairs and Chief Development Officer Jeff Frye for organizing the Cap-to-Cap trip.

Director Woods thanked the Sacramento Girl Scouts who donated cookies to the Burn Institute. Director Wood announced The Firefighters Burn Institute is looking for volunteers for Luau on the Links which will take place on Saturday, June 29, 2024 at Haggin Oaks and tickets are on sale now. Also, the Firefighters Burn Institute Birdies for Burns Gold Tournament will take place on Monday, May 13, 2024 at Catta Verdera Country Club.

President Goold mentioned he and Director Webber attended the training today and wanted to thank BC Matt Cole.

CLOSED SESSION:

The Board recessed to Closed Session at 6:17 PM on the following matters:

1. Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Industrial Disability Retirement.

- 1. Brian Watley and the Sacramento Metropolitan Fire District
Claim # 4A2208B0Z9F-0001 – Industrial Disability Retirement –
Ty Bailey, Deputy Chief Administration

CLOSED SESSION REPORT OUT:

The Board reconvened to open session at 6:58 p.m. General Counsel Lavra reported the Board met in closed session on one item: Industrial Disability Retirement of Brian Watley, no reportable action.

ACTION ITEM CONTINUED TO AFTER CLOSED SESSION:

1. Industrial Disability Retirement – Brian Watley
(Deputy *Chief Bailey*)

Recommendation: After discussion in Closed Session, consider adopting a Resolution finding Brian Watley has suffered job related injuries and is eligible for an Industrial Disability Retirement.

Action: Moved by Director Wood, seconded by Clark, and carried unanimously by members present to adopt **Resolution 2024-079**, finding Brian Watley has suffered job related injuries incapacitating him for the performance of duties.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

- <https://metrofire.ca.gov/2024-04-25-board-meeting>
- https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Grant Goold, President

Jennifer Sheetz, Secretary

Marni Rittburg, CMC, Board Clerk



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ADAM A. HOUSE
Fire Chief

DATE: June 13, 2024
TO: Board of Directors
SUBJECT: Disclosure of material expenditure – Insurance Broker Services – USI Insurance Services – \$50,000

TOPIC

Disclosure of material expenditure to purchase insurance brokerage services for the fiscal year ending June 30, 2025.

SUMMARY

Staff will be expending funds to purchase Insurance Brokerage Services. The expenditure will be payable to USI in the amount of \$50,000 for insurance brokerage services.

DISCUSSION

USI Insurance Service provides Insurance Brokerage Services. Services include risk management, marketing, day-to-day consulting on servicing of insurance, claims services and risk engineering services. For the fiscal year 2024/2025, USI brokered the District's commercial insurance package.


FISCAL IMPACT

The fiscal impact is \$50,000. Funds sufficient to meet this obligation are budgeted in the Preliminary Budget for 2024/2025.


RECOMMENDATION

Staff recommends that the Board of Directors authorize the payment of \$50,000 to USI Insurance Services for insurance brokerage services.

Submitted by:


Ty Bailey
Deputy Chief, Administration

Approved by:


Adam A. House
Fire Chief



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ADAM A. HOUSE
Fire Chief

DATE: June 13, 2024
TO: Board of Directors
SUBJECT: Disclosure of material expenditure – Excess Workers’ Compensation Insurance – Safety National Casualty Corporation – \$506,933.00.

TOPIC

Disclosure of material expenditure to purchase Excess Workers’ Compensation Insurance for the fiscal year ending June 30, 2025.

SUMMARY

The expenditure will be payable to Safety National Casualty Corporation in the amount of \$506,933.00.

DISCUSSION

USI Insurance Services provided the District’s insurance brokerage services this year and managed the marketing of the District’s Excess Workers’ Compensation Liability Insurance. This type of coverage provides the District additional insurance coverage in the event of a catastrophic workers’ compensation loss that could occur in excess of our self-insured retention (the portion the District would pay before the insurance pays). For these quotes, self insured retentions of \$4.0 million, per occurrence, were selected, consistent with limits chosen last year. Several carriers were contacted during marketing. The other companies that were solicited, Midwest Employers, Star Insurance, and Arch Insurance either declined due to the nature of the exposure or no longer write standalone fire districts or they couldn’t be competitive with Safety National. The District’s rate is decreasing by 5%, however, our premium is increasing due to payroll being estimated at 12% higher than FY23/24. Should our payroll be lower than expected, the difference in funds will be returned to the District.

Safety National Casualty Corporation with a self-insured retention of \$4.0 million was chosen as the carrier and is the recommendation of USI Insurance Services to carry the District’s Excess Workers’ Compensation Insurance needs.

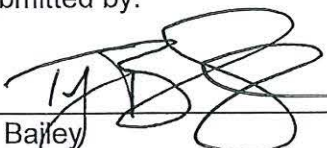
FISCAL IMPACT

The fiscal impact is \$506,933.00. Funds sufficient to meet this obligation are budgeted in the Preliminary Budget for 2024/2025.

RECOMMENDATION

Staff recommends that the Board of Directors authorize payment of \$506,933.00 to Safety National Casualty Corporation for Excess Workers' Compensation Insurance.

Submitted by:



Ty Bailey
Deputy Chief, Administration

Approved by:



Adam A. House
Fire Chief



Sacramento Metropolitan Fire District

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ADAM A. HOUSE
Fire Chief

DATE: June 13, 2024
TO: Board of Directors
FROM: Ty Bailey, Deputy Chief - Administration
SUBJECT: Contract for Employee Assistance Program (EAP) – Concern

TOPIC

Staff requests the Board of Director's approval to enter into a one-year contract with Concern Employee Assistance Program, doing business as Concern, for Employee Assistance Program (EAP) services effective July 1, 2024 without a competitive solicitation process.

BACKGROUND

The Sacramento Metropolitan Fire District (District) values the health and wellbeing of its members and is committed to providing support to members who may be experiencing personal, health, or work-related issues. Providing EAP services is one way in which the District may assist members cope with a variety of life-events, including events unique to the first-responder culture. As a benefit to our employees, the District currently offers EAP services through Concern. This program provides employees and eligible family members referrals to licensed, professional therapists/counselors. Included in this benefit are 8 (eight) free counseling sessions per person, per issue, per 12-month period for each employee and each eligible family member. Family members include the employee's spouse/domestic partner and dependent children up to age 26.

The EAP services cover a wide range of issues including:

- Stress, depression, anxiety
- Major life changes
- Grief and loss
- Relationships
- Communication issues
- Substance abuse
- Emotional wellbeing
- Job stress, work conflicts

DISCUSSION

Over the last several years, the District's Peer Support Team has worked to educate members on the services available through our EAP and have connected members with these essential resources when they need it most. Last year, the District's prior EAP provider, MHN, announced that they were leaving the EAP market, thus causing the District to unexpectedly find a replacement EAP provider. To ensure members had continuous access to EAP services, the District entered into a 1-year agreement with Concern. Concern has a first responder specialty panel of counselors to assist with the unique needs of our members and their families. The Peer Support Team has had a positive experience working with Concern over the last year and has a desire to continue with their services.

The District's Purchasing and Contracting policy states that purchases may be allowed without competitive bidding when the branch Deputy Chief and Purchasing Agent determine that making of a purchase is reasonably necessary for the conduct of District business. The Peer Support team and members were faced with learning to navigate a new EAP last year. Continuing service with Concern for another year will help ensure members will continue to have access to clinicians that may be currently assisting them and prevent possible disruptions in care.

FISCAL IMPACT

The estimated annual cost of 1 year contract with Concern will be \$116,948.40. The cost is \$14.64 per first responder employee per month and \$4.75 for non-first responders per month. This cost is budgeted as part of the Benefit package that the District offers to the employees.


RECOMMENDATION

Staff recommends that the Board of Directors authorize the Fire Chief or designee to execute a one-year contract with Concern without a competitive RFP process, effective July 1, 2024.

Submitted by:


Ty Bailey
Deputy Chief, Administration

Approved by:


Adam A. House
Fire Chief



Service Delivery Update

Presented by:

Jon Rudnicki, Assistant Chief - EMS

Michael Johnson, Assistant Chief – C-shift

June 13, 2024



Changes Since February



What's Next

- Additional planned changes for this fiscal year **IF** MMP hiring numbers and FA 24-1 numbers (14) remain unchanged:
 - Transition 2 additional FDMs to MMP ambulances
 - MMP ambulances from 7 to 9, and staff a pool
 - FDMs from 13 to 11 (12 FF positions)
 - Allows consideration for 6 FFs to be utilized for staffing an additional (3rd) squad
 - Reduces existing FF vacancies down to zero
 - Allows remainder of 7 FFs to be moved into the pool before summer (at least 2 per shift)



MMP Numbers

➤ Current Totals, Academy and Hiring Process Impacts

- Current MMP Members in Rank:
 - 74 Total MMPs
 - 35 Paramedics
 - 39 EMTs
 - 9 MMP Ambulances deployed, requiring 64 total MMP members to staff (ideally 32 PMs and 32 EMTs)
- August: 10-12 MMP Paramedic going to Suppression Academy 24-2
- MMP Academy 24-2 Plan
 - 9/16/24 – 10/25/24, ~ 11 Paramedic recruits
- ~ 15 EMTs are anticipated to upgrade to Paramedic by the end of 2024



What's Next

- Focused on deploying the right resource, providing the right level of care/capability, at the right time
- Continuous information gathering and evaluation of our operational deployment model
 - First responders
 - FDM / MMP deployment
 - Alternate service delivery
 - MIH, telemedicine, BLS units, alternate destinations, nurse navigation, etc.
- Identifying efficiencies (e.g. Regional ambulance numbering)

Regional Ambulance Numbering Standardization

In an effort to standardize the numbering of EMS resources in Sacramento County and to easily identify the capabilities and staffing of the units, current and future units will follow the numbering system below beginning July 1, 2024.

1. Suppression Staffed ALS Ambulances
 - a. Unit identifier
 - b. Example: M41
2. Private Contracted Ambulances
 - a. 800 Unit Identifier (8-Station Identifier)
 - b. Example: Medic 801
3. Single Role / Metro Medic Program Ambulances
 - a. 600 Unit Identifier (6-Station Identifier)
 - b. Example: M105 → M6105
4. Surge Ambulances
 - a. Surge & Unit Identifier
 - b. Example: Surge1
5. BLS Ambulances
 - a. Add a "B" to the end of any unit
 - b. Examples: M41B, M6105B
6. Mobile Integrated Health (MIH)
 - a. MIH-Unit Identifier
 - b. Example: MIH109
7. Squads
 - a. S-Station Identifier
 - b. Example: S24
8. Mobile Crisis Units
 - a. MCU- Station Identifier
 - b. Example: MCU 4
9. Street Overdose Response Team
 - a. SORT-Station Identifier
 - b. Example: SORT 2



Questions?



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Fire Chief

Sacramento Metropolitan Fire District

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DATE: June 13, 2024
TO: Board of Directors
SUBJECT: Zinfandel Phase 3 Buildout – Project Authorization & Contract Award

TOPIC

Request to authorize the Sacramento Metropolitan Fire District (District) Zinfandel First Responder Training Facility Phase 3 Buildout Project to proceed as described below.

BACKGROUND

On February 23, 2023, the Board of Directors (Board) adopted Resolution 2023-009 which amended the District's FY 2022/23 Capital Improvement Plan to include the funding of the Zinfandel First Responder Training Facility Phase 3 Buildout Project. On October 12, 2023, the Board adopted Resolution 2023-065 which determined that it was in the best interest of the District to use the design-build construction delivery method for the project using a two-step best value procurement process and delegated authority to the Fire Chief or his designee to effectuate the project. The District subsequently adopted resolutions which approved a contract award to Benham Design, LLC for owner advisor services for the project (2023-078), established a prequalified short-list of design build entities eligible to compete for the project (2024-002), and authorized the issuance of Request for Proposals (RFP) 24-02 for the best value procurement of design-build services (2024-006) based on an estimated project budget of \$17 million.

DISCUSSION

RFP 24-02 was issued on February 9, 2024 to solicit proposals from the District's three prequalified short-listed design-build entities. During the eleven-week competition process, the District conducted three proprietary pre-submission conferences with each proposer to answer questions and provide feedback on the proposers' design concepts. The competition process closed on April 26, 2024 with proposals submitted by Diede Construction, Inc. and Roebbelen Contracting, Inc. Swinerton Builders withdrew from the competition and did not submit a proposal.

The District conducted a technical review of both submitted proposals and scored them in accordance with the selection criteria approved by the Board and outlined in the RFP. Diede Construction, Inc. submitted the highest scoring proposal, which was determined by the District's internal selection board to offer the best value to the District. As previously approved by the Board and outlined in the RFP, Roebbelen Contracting, Inc. is eligible to receive a competition stipend in consideration of its work to prepare the design documents required to submit its proposal.

In addition to the design-build contract, the District has also recognized its need for additional owner advisor services through project completion, in order to ensure project success. In consideration of this need, staff has negotiated an amendment to the existing owner advisor agreement with Benham Design, LLC to extend the term of the agreement and provide additional services through project completion, for an additional fee of \$325,000.

FISCAL IMPACT

The proposed project budget totals \$17,397,500, which reflects an increase of \$397,500 from the estimated budget previously presented to the Board. The revised proposed budget includes \$559,075 in project costs already incurred to date for planning and procurement activities, a design-build contract valued at \$14,247,500, and additional project implementation costs totaling \$2,590,925 (including permits and fees, third-party special testing and inspection services, additional owner advisor services, project contingency, and other management and administrative costs).

The total cost of the project will be offset by \$13 million in funding received from the State of California, while the remaining cost will be funded through a combination of proceeds from the sale of real property, interest income received, and development impact fees.

The revised project budget has been reflected in the District's proposed FY 2024/25 Capital Improvement Plan and incorporated into the proposed FY 2024/25 Preliminary Budget.

RECOMMENDATION

Staff recommends the Board adopt a resolution to approve a contract award for design-build services to Diede Construction, Inc. for completion of the Zinfandel First Responder Training Facility Phase 3 Buildout; approve an amendment to the District's professional services agreement for owner advisor services with Benham Design, LLC to extend the term of the agreement and add additional scope; and to delegate authority to the Fire Chief or his designee to negotiate and execute all necessary agreements, submit all applicable documentation, and pay all associated fees and charges necessary to effectuate the completion of the project, in accordance with a total project budget of \$17,397,500, and in compliance with the District's Purchasing and Contracting Policy.

Submitted by:


Erin Castleberry, Administrative Analyst
Planning and Development

Approved by:


Jeff Frye, Chief Development Officer
Planning and Development

ATTACHMENT:

Attachment 1: Resolution Authorizing the Completion of the Zinfandel First Responder Training Facility Phase 3 Buildout



Zinfandel Phase 3 Buildout

Presented by:

Erin Castleberry, Administrative Analyst

Planning & Development

June 13, 2024



PROJECT DELIVERY

DESIGN-BUILD PROJECT DELIVERY Best Value Procurement





COMPETITION PROCESS

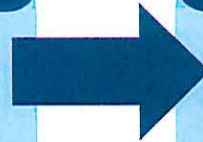
PRE-SUBMISSION CONFERENCE

Feedback

- Eliminate ambiguities, discrepancies, omissions
- Validate scope and budget

Revisions

- Feedback provided may necessitate RFP revisions



PRE-SUBMISSION PRESENTATIONS

Design Concept Progress

- Sketches
- Conceptual drawings
- Other progress documents

Issues & Concerns

- Program
- Performance Requirements



EVALUATION & SELECTION

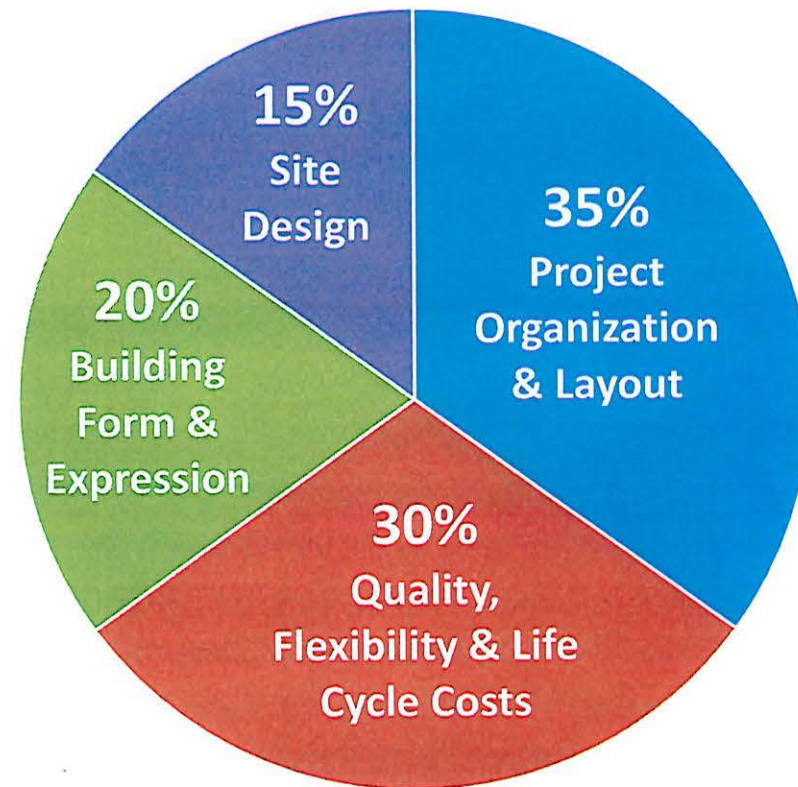
BASIS OF AWARD

- Conforms to solicitation
- Fair and reasonable
- Best value

EVALUATION

- Technical review
- Best value deliberations

SCORING CRITERIA

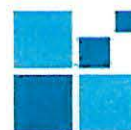




DESIGN-BUILD TEAM



WMB ARCHITECTS



SIEGFRIED



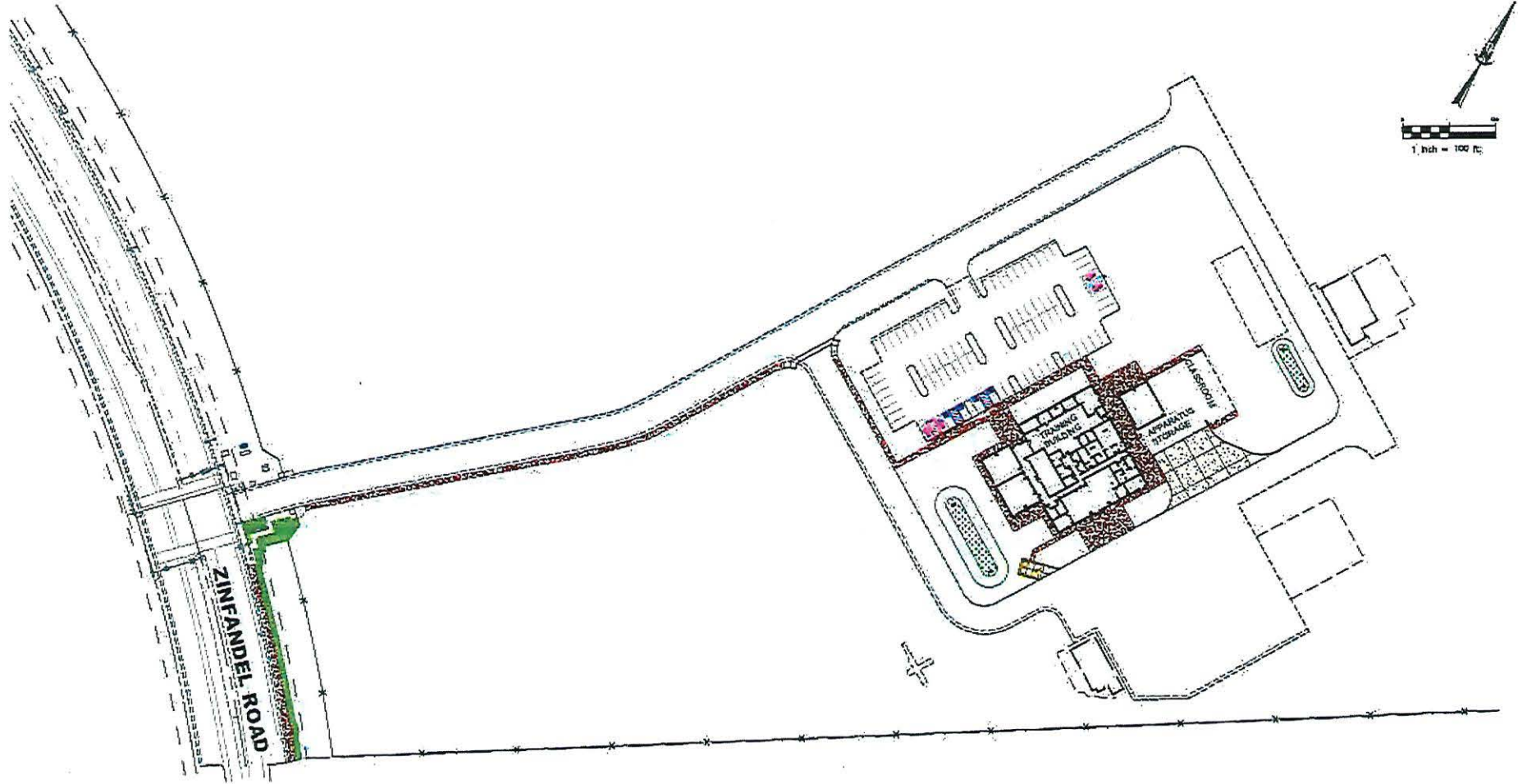
hcs engineering
a greener sustainable california



engineered
systems



DESIGN CONCEPT

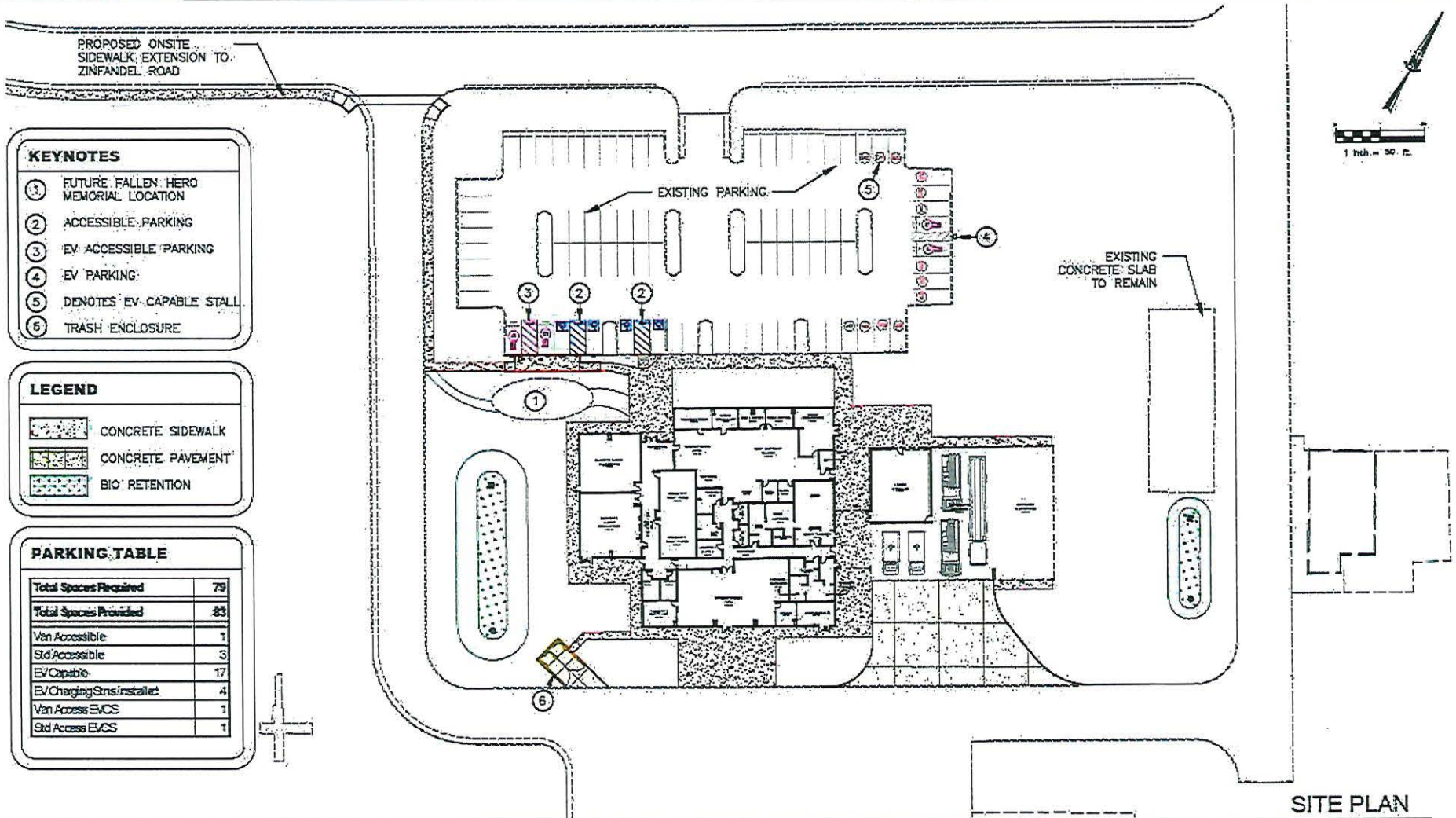


OVERALL SITE PLAN

		<p>Sacramento Metropolitan Fire District Zinfandel First Responder Training Facility Phase III Buildout Rancho Cordova, CA</p>	<p>PAGE NO. SP1</p> <p>RFP 24-02 04/26/24</p>
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DESIGN CONCEPT

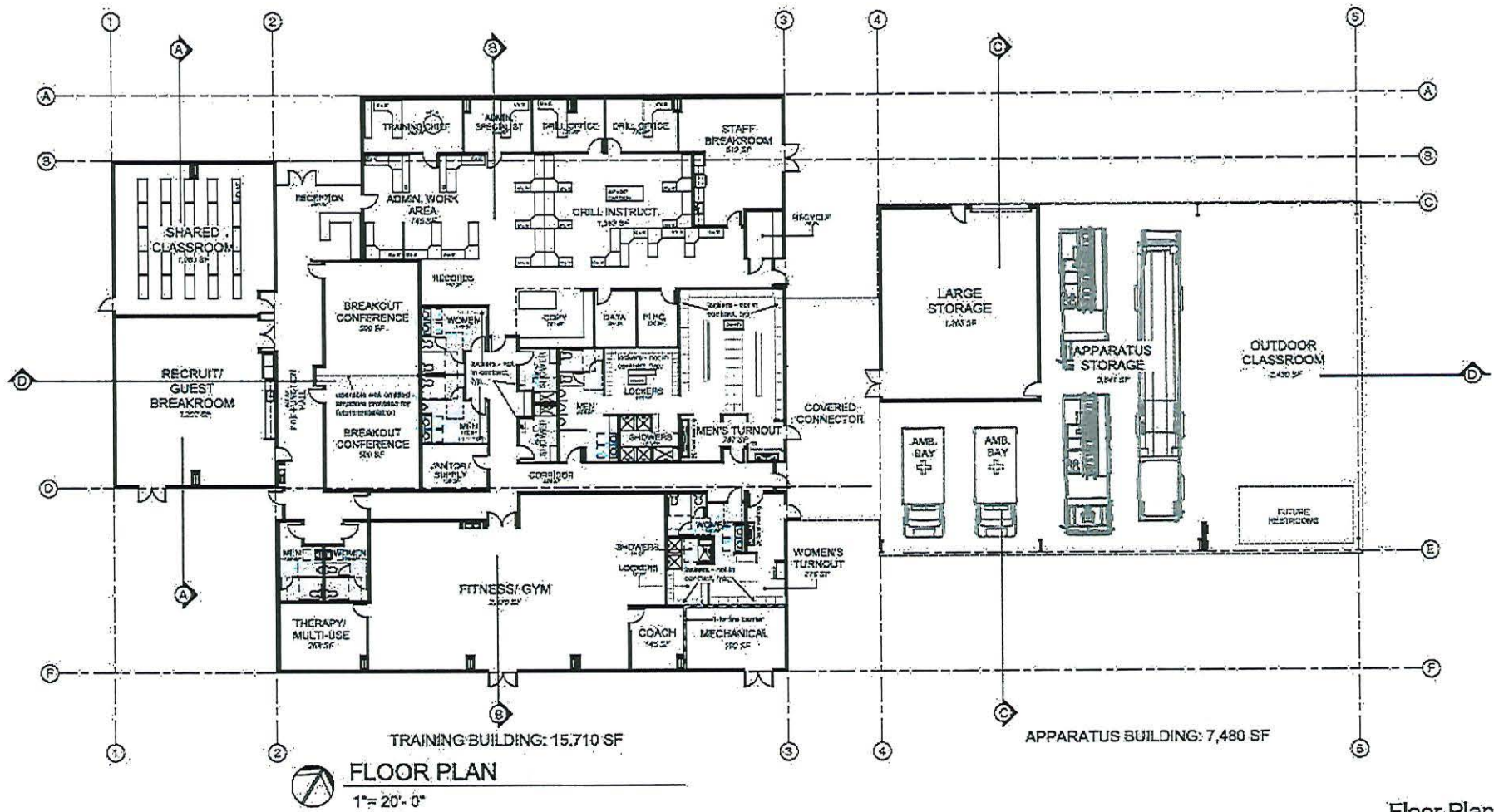


Sacramento Metropolitan Fire District
 Zinfandel First Responder
 Training Facility Phase III Buildout
 Rancho Cordova, CA

PAGE NO. SP2
 RFP 24-02 04/28/24



DESIGN CONCEPT



Floor Plan



WMB ARCHITECTS



Sacramento Metropolitan Fire District
Zinfandel First Responder
Training Facility Phase III Buildout
Rancho Cordova, CA

RFP 24-02
04/26/24

PAGE NO.
A1



PROJECT BUDGET

\$17,397,500

DB Contract **\$14,247,500**

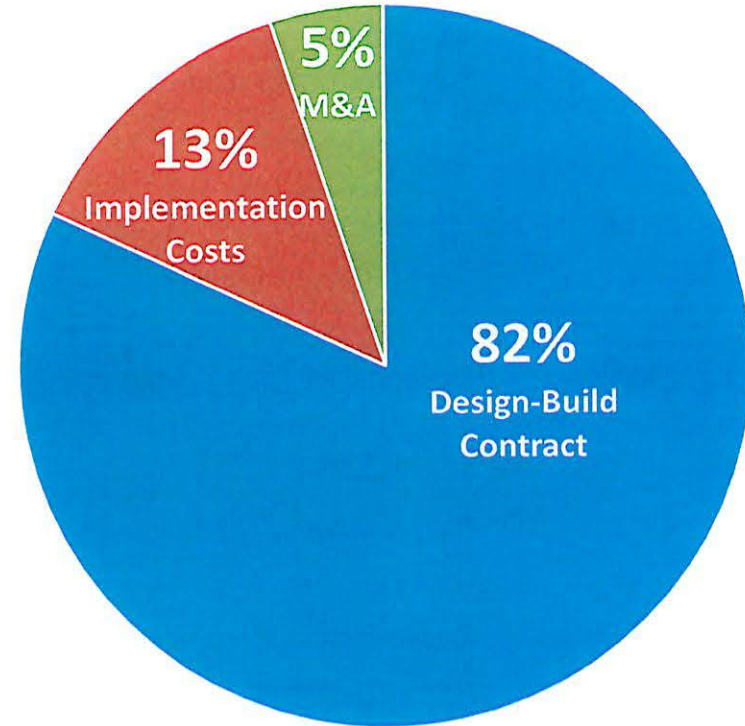
Implementation **\$2,314,725**

- Permitting & Utility Fees
- Special Testing & Inspection
- Site Survey & Geotechnical
- Owner Options
- RFP Stipend
- Performance Incentive
- Contingency

Management **\$835,275**

& Administration

- Owner Advisor
- Legal Services
- Labor Compliance

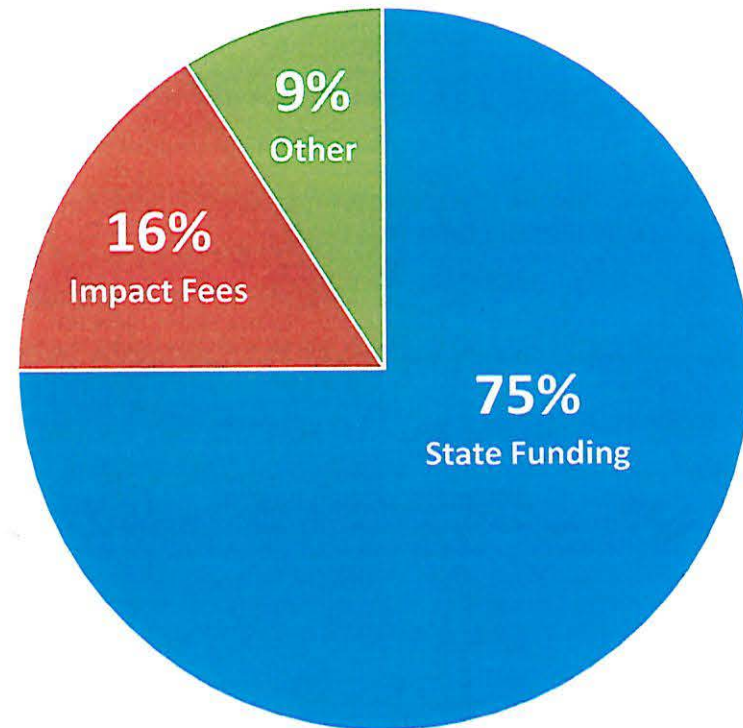




FUNDING SOURCES

\$17,397,500

State Funding	\$13,000,000
Impact Fees	\$2,824,448
Other Sources	\$1,573,052
Real Property Sales	
Interest Income	





PROJECT SCHEDULE

Contract Award

Jun 2024

Design & Permitting

Jun 2024 – Feb 2025

Construction

Feb 2025 – Mar 2026



Recommendation:

- 1. Approve a contract award for RFP 24-02 to Diede Construction, Inc.**
- 2. Approve an amendment to the agreement with Benham Design, LLC for owner advisor services.**
- 3. Delegate authority to the Fire Chief or his designee to perform all required activities for the completion of the project in accordance with project budget and District policies.**

QUESTIONS?



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT AUTHORIZING THE COMPLETION OF THE ZINFANDEL FIRST RESPONDER TRAINING FACILITY PHASE 3 BUILDOUT

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, the Zinfandel First Responder Training Facility Phase 3 Buildout Project ("Project") was first authorized by the District's Board of Directors under the District's FY 2022/23 Capital Improvement Plan; and

WHEREAS, the District adopted Resolution 2023-065 which determined that it was in the best interest of the District to use the design-build construction delivery method for the Zinfandel Phase 3 Buildout project ("Project") using a two-step best value procurement process and delegated authority to the Fire Chief or his designee to effectuate the project; and

WHEREAS, the District subsequently adopted resolutions which approved a contract award to Benham Design, LLC for owner advisor services for the Project (2023-078), established a prequalified short-list of design build entities eligible to compete for the Project (2024-002), and authorized the issuance of Request for Proposals (RFP) 24-02 for the best value procurement of the Project (2024-006); and

WHEREAS, the District conducted a best value procurement process in accordance with Public Contract Code Section 22160 *et seq.* whereby the three short-listed design build entities competed for the Project, and two proposals were ultimately submitted for the District's consideration; and

WHEREAS, Diede Construction, Inc. submitted a proposal that offered the best value to the District, as determined by the District's selection criteria outlined in the RFP; and

WHEREAS, following the RFP competition process, it has been determined that the total budget needed to complete the Project is \$17,397,500, which has been incorporated into the District's FY 2024/25 Capital Improvement Plan and Preliminary Budget; and

WHEREAS, the District has determined that additional owner advisor services throughout the post-award phase are required for the successful completion of the Project and desires to obtain such services from Benham Design, LLC by extending the term of the existing agreement and adding additional scope; and

WHEREAS, in order for the Project to proceed, the District must make contract awards, execute the required agreements, submit applicable documentation, and pay associated fees and charges.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sacramento Metropolitan Fire District, as follows:

1. The Board hereby approves a contract award for Request for Proposals 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout Design-Build Services to Diede Construction, Inc.
2. The Board hereby approves an amendment to the District's professional services agreement for owner advisor services with Benham Design, LLC to extend the term of the agreement and add additional scope.
3. The Board hereby delegates authority to the Fire Chief or his designee to negotiate and execute all necessary agreements, submit all applicable documentation, and pay all associated fees and charges necessary to effectuate the completion of the Project, in accordance with the Project budget identified herein, and in compliance with the District's Purchasing and Contracting Policy.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite #200, Mather, CA 95655 · (916) 859-4300 · Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

DATE: June 13, 2024
TO: Board of Directors
FROM: Mark Jones, Logistics Manager – Support Services Branch
SUBJECT: Contract Award Recommendation – Janitorial Cleaning and Maintenance Services

TOPIC

Staff requests the Board of Directors approve a contract award to PRIDE Industries One Inc for janitorial cleaning and maintenance services.

BACKGROUND

To ensure clean and sanitary conditions are maintained at the Sacramento Metropolitan Fire District (District or Metro Fire) administrative facilities, the District requires contracted janitorial cleaning and maintenance services. The provision of such services is also required per the contracts held between the District and the District's two lessees that occupy District owned facilities.

DISCUSSION

On March 26, 2024, the District's Purchasing Division issued Request for Proposals (RFP) 24-03 to solicit proposals from qualified and experienced firms to provide the highest level of janitorial cleaning and maintenance services for the following locations:

Metro Fire Headquarters, 1 st and 2 nd Floors	10545 Armstrong Ave., Mather, CA
Metro Fire Logistics Division	3012 Gold Canal Dr., Rancho Cordova, CA
Metro Fire Training Division	3121 Gold Canal Dr., Rancho Cordova, CA
Sacramento County Sheriff's Department	2101 Hurley Way, Sacramento, CA
Metro Fire Communications Division	4427 Dudley Blvd., McClellan Park, CA
Metro Fire Fleet Division	4425 Dudley Blvd, McClellan Park, CA

Interested firms were required to attend a mandatory pre-submittal job-walk on April 2nd, 2024 to familiarize themselves with each facility in need of the janitorial services described within the RFP. Firms with attendees that did not attend the job-walk in its entirety were not permitted to submit a proposal. Representatives from seven janitorial firms attended the job-walk. Of these seven firms, four were eligible to submit a proposal as three firms' representatives did not attend the complete job-walk.

Metro Fire received three proposals through the OpenGov online portal from the following firms:

- City Wide Property Services, Inc
- Universal Building Services & Supply Co.
- PRIDE Industries One Inc

By submitting an RFP, proposers certified that they will meet any and all Displaced Janitor Opportunity Act requirements contained in the California Labor Code, Sections 1060-1065. Additionally, it was verified that all proposers were registered with the Labor Commissioner's Office as janitorial service providers as required by the Property Services Workers Protection Act.

Proposals were reviewed and scored by an evaluation panel using the following criteria:

- Qualifications and Experience with Providing Services of Similar Size, Scope, and Complexity
- Program Understanding & Methodology
- Past Performance
- Conformance to Specified RFP Format
- Fee Proposal

PRIDE Industries One Inc was the highest scoring proposer.

FISCAL IMPACT

The cost of the contract for all six locations will be \$222,552 for the first year, with an average of a 3.5% increase per year for the remainder of the contract. Prior to the proposal submissions, funds were allocated in the preliminary budget for janitorial services in the amount of \$213,000. Final budget will reflect the total amount of the contract.

RECOMMENDATION

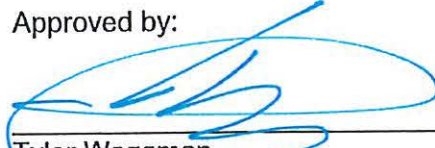
Staff recommends that the Board adopt a resolution to approve a contract award to PRIDE Industries One Inc and authorize the Fire Chief or his designee to negotiate and execute a professional services agreement materially similar to the attached agreement. The contract will be in effect for three years from the date of agreement with the option to extend for two additional one-year terms.

Submitted by:



Mark Jones
Logistics Manager

Approved by:



Tyler Wagaman
Deputy Chief – Support Services



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT APPROVING A CONTRACT AWARD FOR JANITORIAL SERVICES

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, the District issued Request for Proposals (“RFP”) 24-03 on March 26, 2024 for the solicitation of Janitorial Cleaning and Maintenance Services at six District owned properties; and

WHEREAS, the District received three proposals which were evaluated based on the criteria outlined in RFP 24-03; and

WHEREAS, the District desires to award a contract for the performance of these services to Pride Industries One, Inc who was the highest ranked proposer.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sacramento Metropolitan Fire District, does hereby approve a contract award to Pride Industries One, Inc and authorize the Fire Chief or his designee to negotiate and execute a professional services agreement materially similar to the proposed agreement.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

SACRAMENTO METROPOLITAN FIRE DISTRICT SERVICES AGREEMENT

This Agreement, dated as of [DATE] is by and between the Sacramento Metropolitan Fire District (“District”), and Pride Industries One, Inc. (“Contractor”) who are hereinafter collectively referred to as the “Parties”. The Agreement will be effective upon final execution by all parties and approval by the District’s Board of Directors.

RECITALS

WHEREAS, the District issued Request for Proposals (RFP) 24-03 which solicited written proposals for janitorial cleaning and maintenance services (Services); and

WHEREAS, the District sought to award a contract for the Services based on the evaluation of proposals received in response to RFP 24-03; and

WHEREAS, the District desires the Services as more fully described in Exhibits A here to, “Scope of Services,” from Contractor; and

WHEREAS, Contractor is professionally qualified to provide such Services and is willing to provide them to District on the terms and conditions set forth herein;

NOW, THEREFORE, the Parties agree as follow;

1. HEADINGS

Headings herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.

2. EXHIBITS

Exhibits A “Scope of Services” and Exhibit B “Payment Terms” are attached hereto and incorporated by reference.

3. SCOPE OF SERVICES

Contractor agrees to perform all services described in Exhibit A, for payment pursuant to Exhibit B, and in accordance with the terms and conditions of this Agreement and those described in the District’s RFP 24-03 Janitorial Cleaning and Maintenance Services incorporated herein by reference.

These documents, along with the Contractor’s response to RFP 24-03, comprise the entirety of this Agreement, and any other records or documents furnished by the District during the term of this Agreement shall constitute the Contract Documents.

4. **TERM**

This Agreement shall commence on the date it is executed by the Parties and approved by the District's Board of Directors and it shall continue in full force and in effect for three (3) years. The Agreement may be extended, subject to written notice of agreement from the Parties, for up to two (2) additional 12-month periods. Agreement terms and conditions will continue throughout any additional extensions. Terms and conditions, which relate to indemnification and other related matters, shall continue after the expiration of this Agreement.

5. **PAYMENT**

For service performed in accordance with the Agreement, payments shall be made to Contractor as provided in Exhibit B hereto.

6. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this Agreement; it being understood and agreed that Contractor is at all times an independent contractor, and can perform work for others. Contractor is not the agent or employee of the District in any capacity whatsoever and District shall not be liable in any manner for any acts or omissions by Contractor or for any obligations or liabilities incurred by Contractor, Contractor's employees, or agents.

Contractor shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, health insurance, medical care, hospital care, retirement benefits, social security, disability, workers' compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

Contractor shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees, and Contractor agrees to indemnify and hold District harmless from any and all liability which the District may incur because of Contractor's failure to pay such amounts.

In carrying out the work contemplated herein, Contractor shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as independent contractors and shall not be treated or considered in any way as officers, agents and/or employees of the District.

Contractor shall perform all services required pursuant to this Agreement in the manner according to currently approved standards observed by a competent practitioner for the profession in which the Contractor is engaged.

Notwithstanding the foregoing, if the District in its discretion determines that pursuant to state and federal law Contractor is an employee for purposes of income tax withholding, the District may upon two (2) weeks' notice to Contractor, withhold from payments otherwise due to Contractor hereunder federal and state income taxes and to pay said sums to the federal and state governments.

8. **INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless the District its officers, directors, officials, employees, consultants, and volunteers from and against losses arising out of, resulting from, or relating to the performance of Contractor's obligation under this Agreement.

The District shall not be liable or responsible for any accidents, loss, injury (including death) or damages happening or accruing during the term of the performance of the work herein referred to or in connection therewith, to persons and/or property, and the Contractor shall fully indemnify, defend and hold harmless the District and protect the District from and against the same as provided above. In addition to the liability imposed by law upon the Contractor for damage or injury (including death) to persons or property by reason of the actions, conduct, or omissions of the Contractor, its officers, agents, employees/ or subcontractors, which liability is not impaired or otherwise affected hereby, the Contractor shall defend, indemnify, hold harmless, release and forever discharge the District, its officers, directors, officials, employees, consultants, and volunteers from and against and waive any and all responsibility and liability of same for every expense, liability, or payment by reason of any damage or injury (including death) to persons or property suffered or claimed to have been suffered through any negligent act, omission, or willful misconduct of the Contractor, in carrying out its responsibilities under this Agreement. The Contractor agrees that this indemnity and hold harmless shall apply even in the event of negligence of the District, its officers, directors, officials, employees, consultants, and volunteers regardless of whether such negligence is contributory to any claim, demand, loss, damage, injury, expense, and/or liability; but such indemnity and hold harmless shall not apply (i) in the event of the sole negligence of the District, its officers, directors, officials, employees, consultants, and volunteers; or (ii) to the extent that the District shall indemnify and hold harmless the Contractor for hazardous materials pursuant to the Contract Documents.

In claims against any person or entity indemnified under this section that are made by an employee of the Contractor or any subcontractor, a person indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor may be liable, the indemnification obligation under this section shall not be limited by any limitation on amount or type of damages, compensation, or benefits

payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

The indemnification obligations under this section shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

The Contractor shall indemnify the District from and against losses resulting from any claim of damage made by any separate contractor against the District arising out of any alleged acts or omissions of the Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone for whose acts either of them may be liable.

The Contractor shall indemnify separate contractors from and against losses arising out of the negligent acts, omissions, or willful misconduct of the Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone for whose acts either of them may be liable.

The District shall provide to the Contractor reasonably, timely notification of the receipt of any third party claim relating to this Agreement.

These indemnity provisions shall survive any termination of the Agreement and/or the final performance of the Agreement by the Contractor.

9. LIMITATION OF LIABILITY

In the event of any action brought by Contractor against the District arising out of this Agreement, under no circumstances will Contractor be entitled to consequential damages for any loss of profit or damage to reputation. Under no circumstances will Contractor be entitled to limit special damages claimed by the District. In the event of breach of this Agreement, the District shall be entitled to any and all damages, or legal or equitable remedy, available under law.

10. INSURANCE

Contractor shall furnish to the District a certificate evidencing insurance coverages outlined below. Copies of required endorsements must be attached to the provided certificates. It is the responsibility of the Contractor to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms, and other insurance requirements specified below. All documents must be received and approved by the District prior to the commencement of any Services. The required insurance coverages shall be consistently maintained for the duration of the agreement without a lapse in coverage. Please note, the required coverages outlined below shall not limit the amount of coverage provided, but shall be the minimum requirements acceptable to the District.

GENERAL LIABILITY - shall be on an Occurrence basis (as opposed to Claims Made basis).

Minimum limits and structure shall be:

- General Liability: \$2,000,000
- Products Comp/Op Aggregate: \$2,000,000
- Personal & Adv. Injury: \$1,000,000
- Each Occurrence: \$1,000,000
- Fire Damage: \$100,000

AUTOMOBILE LIABILITY

- Commercial Automobile Liability (for Corporate/business owned vehicles including non-owned and hired) - \$1,000,000 Combined Single Limit.
- Personal Lines Automobile Liability (for individually owned vehicles, \$250,000 per person, \$500,000 each accident) - \$100,000 property damage.

WORKERS COMPENSATION and EMPLOYER'S LIABILITY

- The policy shall be endorsed to waive the insurer's subrogation rights against the District.
- Per statute
- \$1,000,000 per accident for each accident
- \$1,000,000 for disease

EMPLOYER'S LIABILITY

- \$1,000,000 per accident for bodily injury or disease

ADDITIONAL INSURED

The Sacramento Metropolitan Fire District, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds on the Contractor's General Liability and Auto policies as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no endorsed limitations on the scope of protection afforded to the District, its officers, directors, officials, employees, or volunteers.

Insurance policies shall include a provision for the District to be given 30 days prior written notice of cancellation and 30 days written notice of any material change(s) requested by the policy holder of said insurance policies. Contractor shall furnish documentary evidence of such policies and the renewal or continuance of such insurances within 10 business days of any expiration date(s) thereof during the life of this Agreement. The District will not be responsible for any deductible that may apply in any of the said insurance policies.

Contractor covenants and agrees that the District's insurance requirements shall not be construed to and in no manner limit or restrict the liability of the Contractor.

Certificates of Insurance shall be sent to:
Sacramento Metropolitan Fire District
Attn: Purchasing Division
3012 Gold Canal Drive
Rancho Cordova, CA 95670

Or

purchasing@metrofire.ca.gov

11. CONFORMITY WITH LAW AND SAFETY

In performing services under this Agreement, Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services provided by Contractor.

12. TAXES

Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the Contractor.

13. ACCESS AND RETENTION OF RECORDS

Contractor agrees to provide the District and its designee's access to all of the Contractor's records related this contract and that the Contractor shall maintain its records related to this contract for a period of not less than five (5) years after the final payment to the Contractor is made by the District.

14. RIGHT TO AUDIT

The District reserves the right to audit Contractor's books, accounts, and records related to the performance of this Agreement. Such audits may be conducted by the District or its authorized representatives at reasonable times during normal business hours upon providing 30 days' written notice to Contractor. The purpose of such audits is to ensure compliance with the terms of this Agreement and to verify the accuracy of Contractor's performance.

15. CONFLICT OF INTEREST

Contractor covenants that he presently has no interest, and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement, including but not limited to any provision of services to any federal, state or local regulatory or other public agency which has any interest adverse or potentially adverse to the District, as determined in the reasonable judgment of the Board of Directors of the District. Entering into this agreement does not preclude Contractor from

working for others as long as Contractor ensures that such work does not constitute a conflict of interest.

16. CONFIDENTIALITY AND PROPRIETARY RIGHTS

Contractor agrees that any information, whether proprietary or not, made known to or discovered by him during the performance of or in connection with this Agreement for the District will be kept confidential and not be disclosed to any other person or entity except as required by law. Contractor agrees to immediately notify the District if Contractor is requested to disclose to others any information made known to or discovered by him during the performance of or in connection with this Agreement. These conflict of interest and future service provisions and limitations shall remain fully effective for five (5) years after Contractor's termination of services to the District hereunder.

All methods, techniques, patents, processes, and inventions developed by the Contractor for purposes of District business are deemed property of the District.

17. USE OF DISTRICT PROPERTY

Contractor shall not use District property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of the Contractor's obligations under this Agreement.

18. RIGHT TO REFUSE PERSONNEL

The District reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the Contractor or its subcontractors. The District reserves the right to interview and approve all proposed staff members.

19. TERMINATION

Either party may terminate this Agreement for default upon five (5) days written notice to the other if the other party has substantially failed to fulfill any of its obligations under this Agreement in a timely manner as provided herein.

Any of the following occurrences or acts will constitute a material breach by the Contractor under the terms and conditions of the Agreement:

- a. non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the District has given the Contractor notice in writing. If the failure cannot be remedied within fifteen (15) days, the District, at its discretion, may extend, in writing, the time period, or terminate the Agreement;
- b. an assignment for the benefit of creditors or becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of bankrupt or insolvent parties;
- c. the appointment of a receiver for the Contractor; or
- d. for reasons including, but not limited to, unethical or criminal activities.

In the event either subparagraphs a), b), c), or d) occur, as set forth in this Agreement, the District will have the right to terminate the Agreement immediately, which shall be done in writing and sent to the Contractor via certified, U.S. Mail.

The District has and reserves the right to terminate this Agreement at its convenience and without cause upon thirty (30) days written notice to Contractor. In the event that the District should terminate this Agreement for its convenience, Contractor shall be entitled to payment for services provided hereunder, but only for such services performed prior to the effective date of said termination accrued as of the date of the termination, which payment shall be per the terms set forth in Exhibit B. In the event of Agreement termination, all documentation relating to the District's account shall be returned to the District.

20. ASSURANCE OF PERFORMANCE

If at any time District believes Contractor may not be adequately performing its obligations under this Agreement or that Contractor may fail to complete the services as required by this Agreement, District may, at its option, request from Contractor prompt written assurances of performance and a written plan acceptable to District, to correct the observed deficiencies in Contractor's performance. Contractor shall provide such written assurances and written plan within ten (10) calendar days of the Contractor's receipt of the District's request and shall thereafter diligently commence and fully perform such written plan. Contractor acknowledges and agrees that any failure to provide such written assurances and written plan within the required time shall constitute grounds for termination pursuant to Section 19 of this Agreement.

21. CHOICE OF LAW

This Agreement shall be governed by the laws of the State of California. Any legal action concerning or arising out of this Agreement shall be filed in a court of the State of California having jurisdiction of the subject matter, and venue shall be in the County of Sacramento, State of California.

22. ENTIRE AGREEMENT

This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between District and Contractor relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments.

This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the Parties and sets forth the entire understanding of the Parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both Parties.

23. MODIFICATION OF AGREEMENT

This Agreement may be supplemented, amended or modified only by the mutual agreement of the Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both Parties.

24. MODIFICATIONS OF SCOPE

The District reserves the right to make changes in the scope of work or the manner of its performance. No change shall be made to the scope of work by the Contractor or the time or the manner of its performance without prior written approval from the District. Should the Contractor wish to modify the scope of work, the Contractor shall submit a written change order specifying the change in plans, specifications, procedures, time, sequence, or other requirements of this Agreement, detailing whether such change will result in an adjustment to compensation or time for performance.

25. SEVERABILITY

If any part of this Agreement or the application thereof is declared to be invalid by law for any reason, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are deemed severable.

26. SUBCONTACTING, SUCCESSORS, AND ASSIGNS

This agreement is binding upon and inures to the benefit of the successor, executors, administrators, and assigns of each party to this agreement, provided, however, that Contractor shall not assign or transfer by operation of law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the District. Any attempted assignment without such consent shall be invalid.

The Contractor shall not subcontract, transfer, or assign this Agreement or any part thereof, or interest therein, directly or indirectly, voluntarily or involuntarily, to any person without obtaining the prior written consent of the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District.

Notwithstanding the use of approved subcontractors, the Contractor will be the prime contractor and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Contractor.

The Contractor remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions to this Agreement. Contractor shall be held responsible by the District for the performance of any subcontractor whether approved by the District or not.

27. **PATENTS AND INTELLECTUAL PROPERTY**

The Contractor will pay all royalties and patent license fees or other fees in respect of any intellectual property right required to perform the work stipulated in the Agreement. The Contractor shall, at its own expense, defend all suits and proceedings instituted against the District and indemnify the District against any award of damages, demands, losses, charges or costs made against District if such suits or proceedings are based on any claim that any of the products, documentation, parts or equipment, as supplied by the Contractor, constitutes an infringement, or an alleged infringement, of any patent or other intellectual property right by the Contractor or anyone for whose acts it is liable.

If any of the products, documentation, parts or equipment supplied by the Contractor constitute an infringement of patent or other intellectual property rights and its use is enjoined, the Contractor will, at its own expense, procure for the District, the right to continue its prior use, replace or modify the supplied item so it becomes non infringing and meets the District's requirements, or pay District for its loss of use of the item and for consequential damages or losses which occur as a result of the actual or alleged infringement of any patent or other intellectual property right, by the Contractor or anyone for whose acts it is liable.

The Contractor represents and warrants that it has the sole and unrestricted right title and interest or good and sufficient power, authority, and right, to use any intellectual property required for the performance of the Agreement.

The Contractor shall hold the District, its Board of Directors, the Chief, employees, officers, and agents harmless from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of the Contractor's performance of the Agreement which are attributable to an infringement or an alleged infringement by the Contractor, or anyone for whose acts they may be liable, of any intellectual property right. If the District is enjoined or there is a reasonable likelihood that it may be enjoined as a result of an injunction or claim from using any intellectual property that is incorporated into, or associated with, any product or equipment installed by the Contractor, the Contractor at its sole expense, shall: procure the right for the District to continue using the infringing intellectual property; or replace or modify the intellectual property to make it non-infringing, so long as such replacement or modification does not adversely affect the performance or use of the product or equipment or the work generally, all subject to the prior written approval by the District.

28. **NOTICES**

All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox.

Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/United Parcel Service/DHL Worldwide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Addresses for purpose of giving notice are as follows:

To: DISTRICT: Sacramento Metropolitan Fire District
Attn: Joe Eachus, Facilities Division
4425 Dudley Blvd., McClellan, CA 95652
Mather, CA 95655

To: CONTRACTOR: Pride Industries One, Inc.
Attn: Contracting
10030 Foothills Blvd.
Roseville, CA 95747

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address by giving the other party notice of the change in any manner permitted by this Agreement.

29. SIGNATORIES

By signing this agreement, signatories warrant and represent that they have executed this Agreement in their authorized capacity.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year above written.

**SACRAMENTO METROPOLITAN
FIRE DISTRICT**

CONTRACTOR

By: _____
Signature

By: _____
Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A
Scope of Services

The scope of services to be provided by the Contractor shall include the following activities as needed to meet the District's goals.

Contractor shall provide janitorial services at frequencies outlined below. Additionally, mid-day porter services will be required five (5) times per week at Metro Fire Headquarters (both floors). Aside from mid-day porter services, Services at Headquarters shall take place after 5:00 pm. Services at all other locations shall take place during regular office hours. Adequate supervision and labor shall be provided by the Contractor to successfully carryout all required services. The required services defined within this RFP shall not limit the level of cleanliness, but shall be the minimum requirements acceptable to the District. The highest level of cleanliness is expected and shall be maintained.

LOCATION	LOCATION ID	APPROXIMATE SQUARE FOOTAGE	RESTROOMS/ SHOWER ROOMS	BREAK ROOMS	CONFERENCE ROOMS	CLEANING FREQUENCY
HEADQUARTERS 10545 ARMSTRONG AVE MATHER, CA 95655	HQ	70,000	12 restrooms 4 showers	2	12	5 x per week
LOGISTICS DIVISION 3012 GOLD CANAL DR RANCHO CORDOVA, CA 95670	LOGS	6,300	6 restrooms/ 1 shower	2	1	1 x per week
TRAINING DIVISION 3121 GOLD CANAL DR RANCHO CORDOVA, CA 95670	TRAINING	5,000	2 restrooms 1 shower	1	2	1 x per week
SACRAMENTO COUNTY SHERIFF'S DEPARTMENT 2101 HURLEY WAY SACRAMENTO, CA 95825	HURLEY	16,600	4 restrooms 2 showers	1	3	3 x per week
COMMUNICATIONS DIVISION 4427 DUDLEY BLVD MCCLELLAN, CA 95652	COMMS	Hallways, entryway, corridors, restrooms, and kitchen only.	4 restrooms	1	0	1 x per week
FLEET 4425 DUDLEY BLVD MCCLELLAN, CA 95652	FLEET	4,000	2 restrooms 2 showers	1	0	1 x per week

Additional services outside of the hours and frequency listed above may be requested by the District. The District shall schedule additional services 24 hours in advance.

Should the District require emergency bio-hazard clean-up, the Contractor shall begin clean-up within 2 hours from the time the request was placed by the District. Bio-hazard cleaning safety precautions shall be utilized. The Contractor is responsible for determining appropriate preventative and reactive methods of cleaning and disinfecting infectious materials in accordance with all applicable Cal/OSHA, OSHA, Center for Disease Control (CDC), and Environmental Protection Agency (EPA) guidelines.

Metro Fire reserves the right to add, remove, and/or modify the requirements, tasks, and schedules outlined within this RFP. Written approval from the District and Contractor is required prior to the implementation of any changes. Additional costs shall be calculated at the time the change is requested and prior to District approval.

12.1 Required Duties

Required duties shall be performed at the frequencies outlined below:

LOCATIONS: HQ, LOGS, COMMS, TRAINING, FLEET					
Task	Frequency				
	Every Service	Biweekly	Monthly	Quarterly	Annual
General Interior (All Areas)					
Empty and clean all waste receptacles (including recycling) and install new liners	X				
Dust all cleared office furniture	X				
Clean/sanitize all drinking fountains	X				
Clean/sanitize door handles and railings, including stair/stairwell railings	X				
Dust and spot clean all doors, walls, and partitions	X				
Dust sills, blinds, baseboards, and HVAC registers		X			
High-low dusting for cobweb removal		X			
Spot wash all door, window, and partition glass	X				
Dust high moldings, door and window casings, and tops of bookshelves			X		
Vacuum upholstered furniture			X		
Dust overhead lighting fixtures and lighting glass			X		
Breakrooms/Kitchenettes					
Clean/sanitize countertops, tables, chairs, sinks, and fixtures	X				
Spot clean cabinetry doors		X			
Clean/sanitize exterior surface of microwave, refrigerator, and stove/oven	X				
Clean/sanitize exterior of vending machines	X				
Clean/sanitize breakroom floors with disinfectant	X				
Restock disposable paper towel and soap dispensers	X				
Restrooms/Shower Rooms					
Clean/sanitize mirrors and countertops	X				
Restock disposable paper product and soap dispensers	X				
Restock feminine hygiene product dispensers	X				
Empty, clean and sanitize feminine hygiene waste receptacles	X				
Clean/sanitize all toilets, sinks, and urinals	X				
Treat/flush all floor drains to eliminate odors	X				
Clean/sanitize restroom/shower room floors with disinfectant	X				
Wash restrooms walls and partitions			X		
Floors (including stairs/stairwells)					
Dust and wet mop hard floors	X				
Vacuum and spot clean carpet	X				
Strip and wax tile with anti-slip floor wax					X
Deep clean carpet					X
Building Exterior					
Empty ashtrays	X				
Empty and clean waste containers, insert liners	X				
Spot clean glass doors	X				

LOCATION: HURLEY					
Task	Frequency				
	Every Service	Weekly	Monthly	Quarterly	Semi-Annual*
General Interior (All Areas)					
Empty and clean all waste receptacles (including recycling) and install new liners	X				
Clean/sanitize all drinking fountains	X				
Clean/sanitize door handles and railings, including stair/stairwell railings	X				
Dust and spot clean all doors, walls, and partitions	X				
Dust sills, blinds, baseboards, and HVAC registers	X				
High-low dusting for cobweb removal	X				
Spot wash all door, window, and partition glass	X				
Dust high moldings, door and window casings, and tops of bookshelves			X		
Vacuum upholstered furniture			X		
Dust overhead lighting fixtures and lighting glass			X		
Breakrooms/Kitchenettes					
Clean/sanitize countertops, tables, chairs, sinks, and fixtures	X				
Spot clean cabinetry doors		X			
Clean/sanitize exterior surface of refrigerator, stove and oven	X				
Clean/sanitize interior and exterior surface of microwave	X				
Clean/sanitize exterior of vending machines		X			
Clean/sanitize breakroom floors with disinfectant		X			
Restock disposable paper towel and soap dispensers	X				
Restrooms/Shower Rooms					
Clean/sanitize mirrors and countertops	X				
Restock disposable paper product and soap dispensers	X				
Restock feminine hygiene product dispensers	X				
Empty, clean and sanitize feminine hygiene waste receptacles	X				
Clean/sanitize all toilets, sinks, and urinals	X				
Treat/flush all floor drains to eliminate odors		X			
Clean/sanitize restroom/shower room floors with disinfectant		X			
Wash restrooms walls and partitions				X	
Floors (including stairs/stairwells)					
Dust and damp mop hard floors	X				
Vacuum and spot clean carpet	X				
Strip and wax tile with anti-slip floor wax			X		
Deep Clean Carpet					X
Building Exterior					
Empty ashtrays	X				
Empty and clean waste containers, insert liners	X				
Spot clean glass doors	X				
*Semi-annual services shall take place twice per year.					

12.2 Task Specifications

A. Flooring

i. Carpets

- a. Vacuum all carpeted areas. Vacuum on top of and underneath mats. Move all trash bins, chairs, and other items that can easily be removed, and vacuum underneath them. Return all moved items back to their original locations. Once all debris has been removed, inspect for spots and stains. If spots or stains are discovered, treat and remove the spots and stains with an approved spot remover, leaving no visible residue. Remove scuffmarks and dust from baseboards.
- b. Prior to the annual deep carpet cleaning, the District will ensure free standing items are removed as reasonably possible to maximize Contractor's access to all carpeted surfaces. Carpets shall first be vacuumed, removing all dust and debris, and spots/stains pretreated with an approved cleaner. Perform hot water steam cleaning and vacuum extraction. Ventilating fans shall be used as needed to expedite the drying process. Remove scuffmarks, moisture, and dust from baseboards. Semi-annual cleaning shall be scheduled with the Facilities Manager.

ii. Linoleum, Vinyl, and Vinyl Composite

- a. Entire floor shall be dust mopped using a treated dust mop. Dust mop treatment shall not leave a residue, damage the floor surface, or make the treated surface sticky or slippery. Dust mop underneath floor mats that may be located on linoleum and vinyl surfaces. Wet mop the floor using a clean wet mop head, clean warm water, and a cleaner that will not leave a visible, sticky, or slippery residue. Spot clean and repeat process if necessary. Finished surface shall be clean and free of scuff marks, dirt, spots, and all other debris. Remove dust, moisture, and scuffmarks from baseboards. Protect walls from any splattering during the wet mop process. Wet mop head shall be replaced regularly and shall be free of odor and mold.
- b. Prior to annual waxing (semi-annual for Hurley location), remove all obstacles and furniture from the area as directed by the District. Floor shall be dust mopped and wet mopped as described above, removing all spots and stains. Allow flooring to dry completely. Strip and wax flooring following manufacturer's guidelines and allow flooring to dry completely. Machine buff flooring if required. Allow flooring to fully dry before returning objects to their locations on the flooring surface and before walking on the flooring surface. Protect walls and surrounding carpet from damage during the waxing process. Remove wax, moisture, and scuff marks from baseboards. Stripping and waxing shall be scheduled with the Facilities Manager.

iii. Ceramic Tile

- a. Sweep entire floor area, removing all dust and debris. Dust and debris shall be disposed of properly to avoid disbursement of dust. Wet mop the floor using a clean wet mop head, clean warm water, and a cleaner that will not leave a visible, sticky, or slippery residue. Finished surface shall be clean and free of scuff marks,

dirt, spots, and all other debris. Spot clean and repeat process if necessary. Remove dust, moisture, and scuffmarks from baseboards. Protect walls from any splattering during the wet mop process. Wet mop head shall be replaced regularly and shall be free of odor and mold.

B. Restrooms/Shower Rooms

- a. Disinfect, deodorize, and clean all walls, countertops, partitions, sinks, toilets, urinals, railings, curtains, and plumbing fixtures, removing all debris, stains, soap scum, residue, spots, and bi-products.
- b. Polish and disinfect door and stall handles, knobs, and latches.
- c. Polish and disinfect stainless steel plumbing fixtures.
- d. Wipe clean mirrors. Mirrors shall be free of streaks, dust, fingerprints, spots, and debris.
- e. Empty sanitary napkin depositories, and insert a new liner. Depositories shall be cleaned and disinfected.
- f. Empty trash receptacles and insert new liners of appropriate size and strength.
- g. Remove all debris from bathroom and shower room floors. Floors shall be cleaned using clean water, clean mop, and disinfectant. Floor shall be free of all dirt, debris, scuffs, mildew, fungi, or residue.
- h. Restrooms and shower rooms shall be free of disagreeable odors.
- i. Install deodorizers and disinfectants in urinals and floor drains.
- j. Replenish paper towels, toilet paper, toilet seat covers, hand soap, automatic air fresheners, automatic air freshener batteries, and feminine hygiene product dispensers.
- k. Cloths and mops used to clean restrooms and shower rooms shall not be used to clean any areas other than restrooms and shower rooms.
- l. Cloths, brushes, and any other items used to clean toilet bowls, toilet seats, urinals, shower floors, shower curtains, stall partitions, and sanitary napkin depositories shall not be used to clean any other surface.

C. Breakrooms/Kitchenettes

- a. Disinfect and clean all countertops, sinks, tabletops, and exterior surfaces of vending machines and appliances (refrigerators, ovens, stoves, and microwaves), removing all crumbs, spills, spots, stains, debris, fingerprints, and residue. Surfaces shall be free of streaks and residue from cleaning products. Aside from microwaves, cleaning inside appliance is not required. Spot clean dining chairs. Polish and disinfect stainless steel fixtures.
- b. Replenish paper towels and hand soap.
- c. Disinfect garbage disposal. Sink shall be free of disagreeable odor.
- d. Empty trash, organics, and recycling receptacles. Insert new liners of appropriate size, brand, and strength.

D. Exercise Rooms

- a. Disinfect fitness equipment and mats
- b. Vacuum and spot clean all rubber flooring
- c. Replenish paper towels
- d. Wipe clean mirrors. Mirrors shall be free of streaks, dust, fingerprints, spots, and debris.
- e. Empty trash receptacles and insert new liners of appropriate size and strength.

E. Windows and Glass

- a. Using a streak free glass cleaner, clean all interior glass, glass doors, and window surfaces up to a height of 8 feet, removing all fingerprints, grease, dirt, streaks, oil, insects, cobwebs, and any other debris. Window sills, window frames, ledges, and door frames shall also be cleaned. Glass doors that lead to the exterior of a building shall be cleaned on both the interior and exterior. Door handles shall be disinfected.
- b. Safety glass shall be cleaned with an approved cleaner. Contractor shall be responsible for damage caused to safety glass in the event a cleaner not suitable for safety glass is used.

F. Dusting

- a. Remove accumulated dirt, dust, debris, fingerprints, smudges, residue, and cobwebs from countertops, tables, tops of cubicle partitions, HVAC vents, bookcases, ledges, window blinds, and shelves.
- b. Light switches, handrails, and door handles shall be cleaned with a disinfectant.

G. Conference Rooms/Offices

- a. All conference rooms and offices shall be cleaned during every service. If door is closed, Contractor shall first knock on door and wait for a response from an occupant. If there is no response from an occupant, check to see if door is unlocked or if it will unlock with access control badge. Offices with locked doors or offices that are not accessible with issued access control badge shall not be serviced. It will be the responsibility of the office occupant to place trash receptacles outside of their office door for trash removal.

H. Elevators

- a. Remove all fingerprints, grease, dirt, streaks, oil, insects, cobwebs, and any other debris from the interior and exterior sides of elevator doors, ceiling, and interior walls. Vacuum and spot clean or mop flooring.

I. Drinking Fountains

- a. Remove debris, stains, dust, and corrosion on fixtures. Disinfect all surfaces including faucets, drains, and push-bars. Disinfectant shall not leave a residue.

J. Receptacles

- a. Empty all wastebaskets and paper shredder receptacles. Wastebasket liners shall be replaced. Replacement liner shall be of the appropriate strength and size for the wastebasket. Disinfect wastebaskets, and clean dirty wastebasket surfaces. All trash/garbage shall be placed in the dumpster.
- b. Empty all recycling receptacles. Recycled items removed from recycling receptacles shall be placed in the recycling dumpster and not in the garbage dumpster.
- c. Organic waste containers shall be emptied and biodegradable liners replaced every service. Organic waste shall be placed in the organics tote.

K. Ashtrays

- a. Remove all debris from ashtrays. Ashtrays shall be odor free and have a clean exterior.

L. Janitorial Closets

- a. Closets shall be kept safe and orderly, clean, and free of odors. Supplies and equipment shall be stored in a safe, orderly, and sanitary manner so to not create a hazard to persons or property. Mops and brooms used to clean restrooms and shower rooms shall be stored in a separate area away from other cleaning supplies to avoid cross contamination.
- b. All cleaning supply containers shall be clearly labeled to identify their contents.
- c. The District shall not be liable for the loss or damage of any items stored inside janitorial closets belonging to the contractor or contractor's staff.

M. Mid-Day Porter Duties

- a. Restock all paper products and empty trash receptacles in all restrooms located on both floors of Metro Fire Headquarters.
- b. Restock paper products and empty trash receptacles located in the first floor break room of Metro Fire Headquarters.

N. Server Rooms

- a. Sweep and mop entire floor of server rooms once per year.
- b. Apply an anti-static floor polish once per year.

Do not place or stack chairs, waste baskets, or similar items on desks, counters, or tables. If such items need to be moved to properly complete any task, they shall be returned to their original locations upon completion of the task.

12.3 Supplies

The District will supply the following items for the HQ, Logs, Comms, Training, and Fleet locations.

- a. toilet paper
- b. toilet seat covers
- c. paper towels
- d. waste basket liners
- e. hand soap
- f. hand sanitizer
- g. feminine hygiene products
- h. sanitary napkin depository liners
- i. air fresheners
- j. batteries for air fresheners

It is the responsibility of the Contractor to monitor supply inventory and notify the District's designated point of contact when additional supplies are needed. Additional supplies shall be requested before supplies are fully depleted.

Unless otherwise specified in the paragraph above, aside from light, electricity, and hot and cold water, all supplies, labor, travel, and equipment necessary to complete the duties outlined within this RFP shall be provided by the Contractor. Equipment shall be professional commercial grade. Vacuum filters and bags shall be replaced at regular intervals so as to reduce indoor fine particulate matter. Chemicals and equipment utilized by the Contractor shall not cause damage to the surfaces on which they are used. All empty containers or unused products shall be properly disposed of by the Contractor as required by applicable laws and regulations. All cleaning agents and chemicals such as disinfectants, deodorizers, wax, carpet shampoo, floor cleaner, glass cleaner, furniture polish, and any other chemicals shall be non-toxic, non-irritant, safe, of pleasant fragrance/odor (or fragrance free), and meet all California Health and Safety Requirements. All hand soap shall be fragrance free. All toilet paper shall be two-ply. The District may determine that use of a certain cleaning product be discontinued if it fails to meet these requirements or if there is a health, safety, or quality issue.

12.4 Staffing

Contractor shall ensure adequate and competent personnel capable of completing the duties described in this RFP are provided and maintained. Independent contractors and subcontractors are not permitted. All staff provided by the Contractor shall be permanent employees and a minimum of 18 years of age. The Contractor shall supply the District with a primary point of contact name, phone number, and email address and a list of all individuals assigned to conduct services at District facilities. The list shall include the employee's name, address, telephone number, date of birth, California driver's license or identification number, and an emergency contact. This list shall be updated upon the addition or removal of staff members.

The Contractor shall maintain adequate staffing coverage in the event a staff member is absent. If such coverage cannot be provided, the Contractor shall provide invoice credits to account for any required tasks that were not completed due to the employee's absence.

If the District determines a janitorial staff member to be objectionable, careless, incompetent, or unsuitable, the Contractor shall remove the employee from the jobsite and collect all District badges and keys that may have been issued to the employee. Badges and keys collected from such employees shall be returned to the District within 24 hours from time the District submitted their request to have the employee removed. Employees removed from conducting work on District property shall be prohibited from performing any work at any District property moving forward.

A. Criminal Background Check

Since the work required herein may require entry into secured County facilities, the District will require the Contractor to conduct a criminal background check on all employees who may be assigned to perform on the contract, including those hired during the course of the contract. Such background check shall be conducted at the Contractor's expense and shall be coordinated with the California Department of Justice (DOJ), Office of the Attorney General, Fingerprint Submissions (DOJ Live-scan).

The District and its tenants reserve the right to review the personal background information and to conduct further security clearances on the Contractor's assigned personnel. Contractor shall provide requested information to the District within 24 hours upon receiving the request. Any person or persons not acceptable to the District shall be prohibited from working on the contract. Certain "infractions" in the background investigation may be grounds for disqualification. On-site employees shall not have a criminal history and/or currently be on parole or probation. Contractor shall obtain written permission from employees prior to releasing background check results to the District.

B. Smoke/Drug/Alcohol Policy

Metro Fire is a smoke-, drug-, and alcohol- free work environment. Smoking inside District facilities is not permitted. Illicit drugs are not permitted on District property. Staff employed by the Contractor shall not be permitted to conduct work or enter a District facility if under the influence of alcohol or illicit or prescription drugs.

C. Appearance

It is the responsibility of the Contractor to ensure their staff maintains a neat and clean appearance, including maintaining appropriate personal hygiene standards. Uniforms shall be clean.

D. Supervision

It is the responsibility of the Contractor to ensure adequate supervision is provided. At least once per month, a supervisor or manager shall visit each District site where their staff provides janitorial service to ensure work performed meets the requirements outline in this RFP. Any deficiencies discovered during these inspections shall be corrected immediately. The Contractor is responsible for ensuring all staff is appropriately trained on job duties and

safety standards and that additional training is provided when needed or required. Contractor supervisor and manager contact information shall be provided to the District's Facilities Manager.

E. Security and Safety

Janitorial staff shall not let any individual enter a District facility other than those employed and assigned by the Contractor to conduct work at District facilities. Janitorial staff will be provided with badges/keys that will enable entry into District facilities. Should a staff member lose their badge/keys, the Contractor shall immediately notify the District's Facilities Manager. Keys shall not be duplicated. All badges and keys shall be returned to the District upon completion or termination of the contract before final payment will be released. If it is determined that the Contractor has not followed the safekeeping practices for keys, access control, District materials, or property outlined in this RFP, the District is authorized to make needed improvements at the expense of the Contractor (ex. the Contractor shall be responsible for any costs associated with rekeying or recoding locks if all keys and badges are not returned to the District).

Contractor shall ensure facilities are locked and secured before leaving areas that were locked prior to their entry and upon leaving a facility should they be the last individual to leave. Leaving building entrance doors unlocked or propped open is unacceptable. Contractor may be required to learn how to operate District security alarm systems. Costs associated with response to a false alarm may be deducted from the Contractor's payment. Contractor shall certify all employees have been trained on emergency and safety procedures at District facilities. If an irregularity is discovered while conducting janitorial duties, Contractor shall immediately notify the District. Irregularities shall include, but are not limited to vandalism, broken glass, leaks, defective fixtures, unstable furniture, electrical hazards, or doors left unlocked. Janitorial staff shall not open desk drawers or cabinets, move or read material on desks, nor use District office equipment. The removal or tampering of District supplies or equipment is prohibited, and the District may seek prosecution of those in violation.

F. Work Performance

The District's Facilities Manager or their designee will conduct regular quality inspections of the work performed by the Contractor. The District shall be the sole judge of quality of the work provided by the Contractor. If deficiencies are discovered, the District will notify the Contractor's designated point of contact to take immediate and appropriate action to achieve adherence to the expectations specified within this RFP. Substandard or unsatisfactory work performance shall be corrected at the Contractor's expense. Payment will not be rendered until satisfactory corrections have been made. If the Contractor fails to perform the duties as

specified within this RFP, it is agreed and understood that the District will only pay for service actually received. If substandard or unsatisfactory work is not corrected, the District will cancel the contract for non-performance and award to another contractor.

EXHIBIT B

Payment Terms

The fee for services shall not exceed the rates outlined in the Contractor's Fee Proposal. Prior written approval by the District through an amendment to this Agreement is required should additional services or supplies outside the scope of this Agreement be requested by the District.

The Contractor shall submit properly certified invoices to the District. A separate invoice shall be issued monthly. The invoice(s) shall contain the purchase order number and locations where service was provided. Each location shall have its own line item and price listed.

Invoices shall be emailed to:

ap@metrofire.ca.gov and eachus.clarence@metrofire.ca.gov.

Failure to comply with these requirements or to provide an invoice in conformance with this Agreement document may delay payment.

The District will not be bound by prices contained in an invoice that are higher than the Contractor's Fee Proposal. If a price increase has not been accepted in writing by the District, the invoice may be rejected.

No advance payment shall be made for the goods or services furnished by the Contractor pursuant to this Agreement. Payment terms are net 60 days from date of receipt of invoice.

Fee Proposal

Monthly fee for all aspects of the required services for each location:

	Location	Year 1	Year 2	Year 3	Year 4	Year 5
1	Logs	428	444	458	474	490
2	Training	405	419	433	448	463
3	Fleet	570	590	610	630	651
4	Comms	534	553	571	590	609
5	HQ	13,602	14,114	14,593	15,092	15,607
6	Hurley	3,007	3,115	3,217	3,325	3,436

(continued on next page)

Annual fee for all aspects of the required services for each location:

	Location	Year 1	Year 2	Year 3	Year 4	Year 5	Location Annual Total (sum of years 1-5)	5 Year Grand Total (sum of Annual Totals in Row 7)
1	Logs	5,136	5,328	5,496	5,688	5,880	27,528	
2	Training	4,860	5,028	5,196	5,376	5,556	26,016	
3	Fleet	6,840	7,080	7,320	7,560	7,812	36,612	
4	Comms	6,408	6,636	6,852	7,080	7,308	34,284	
5	HQ	163,224	169,368	175,116	181,104	187,284	876,096	
6	Hurley	36,084	37,380	38,604	39,900	41,232	193,200	
7	Annual Total (sum of rows 1-6)	222,552	230,820	238,548	246,708	255,072		1,193,736



Capital Improvement Plan FY2024/25 – FY2028/29

Presented by:
Erin Castleberry, Administrative Analyst

June 13, 2024



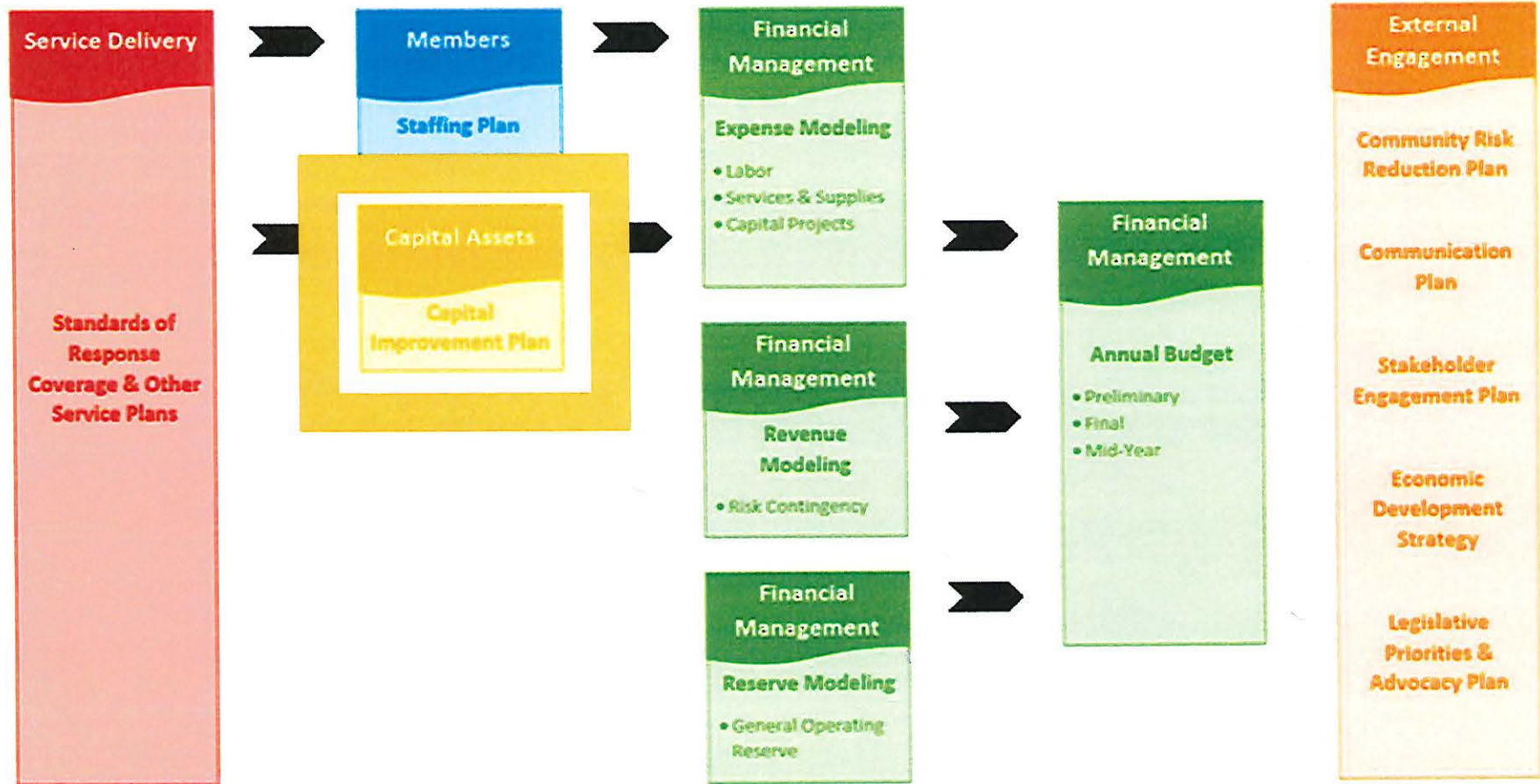
PURPOSE OF CIP

To organize, facilitate, and memorialize capital needs and goals in order to efficiently and transparently develop and support the physical infrastructure of the District.

- **IDENTIFY** the District's capital needs that are required to support the District's mission to provide professional and compassionate protection, education and service to our community
 - **Facilities, infrastructure, apparatus, equipment, PPE**
- **PLAN** for the funding of capital projects to ensure that existing and future capital needs are met in accordance with the District's strategic plan

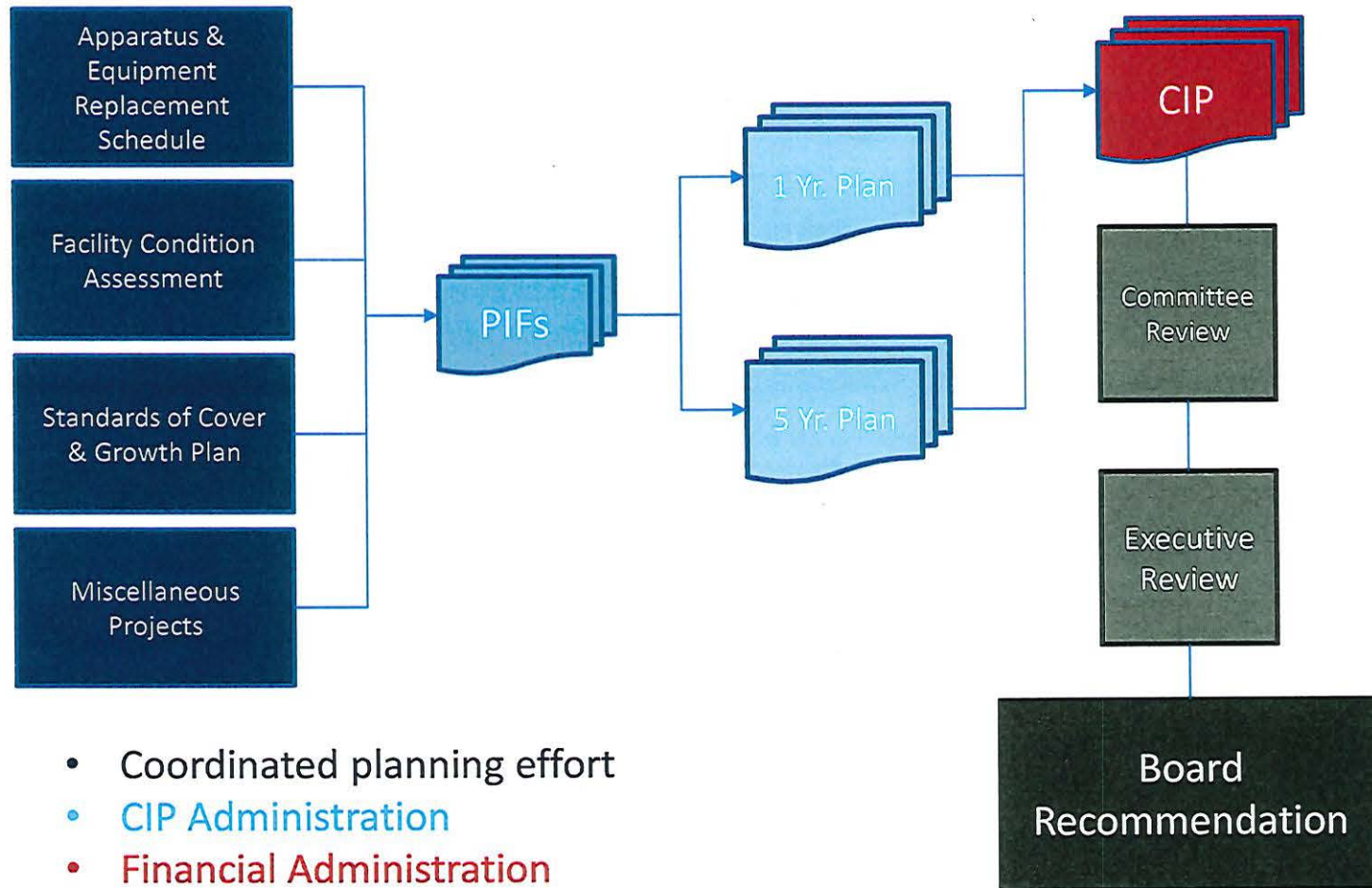


STRATEGIC PLANNING FRAMEWORK



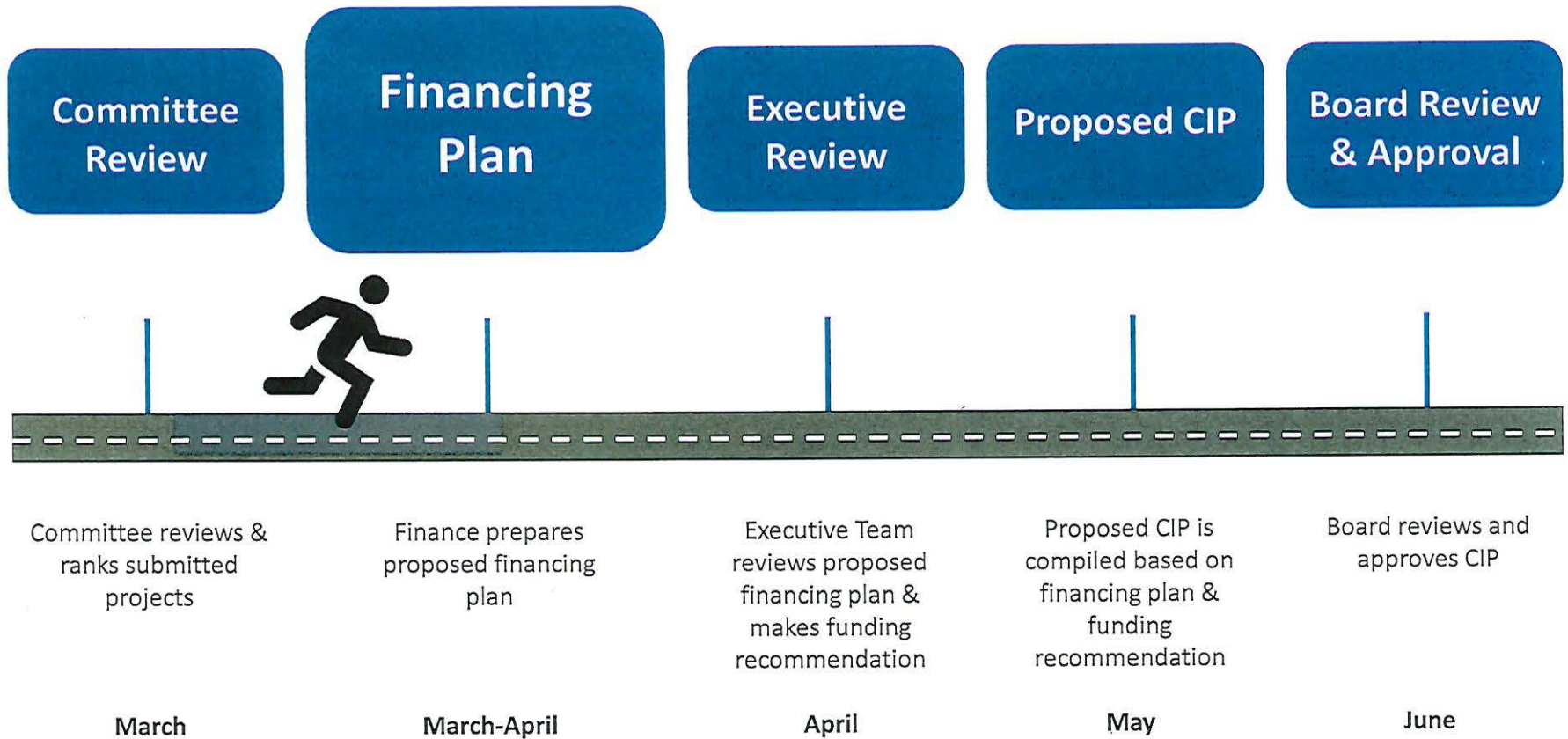


CIP DEVELOPMENT PROCESS





CIP DEVELOPMENT PROCESS





FIVE-YEAR SUMMARY

FY24/25

\$179.5M

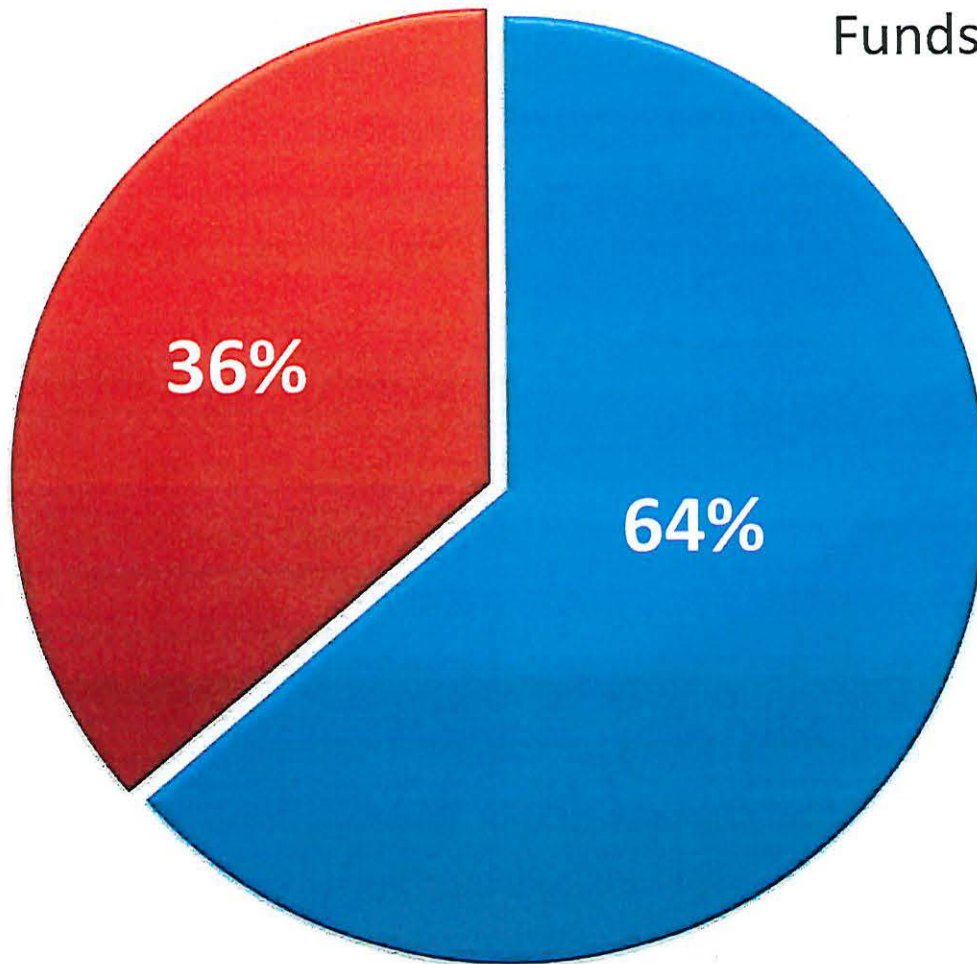
FY28/29

Apparatus & Equipment	\$73.8M
New Construction	\$38.1M
Station Remodel/Expansion	\$24.3M
Facilities Repair & Replacement	\$31.3M
Land Acquisition	\$2.4M
Personal Protective Equipment	\$8.2M
Miscellaneous	\$323K



FY24/25 CIP PROJECT SUBMISSION

Projects Submitted: 54
Funds Requested: \$104.9M

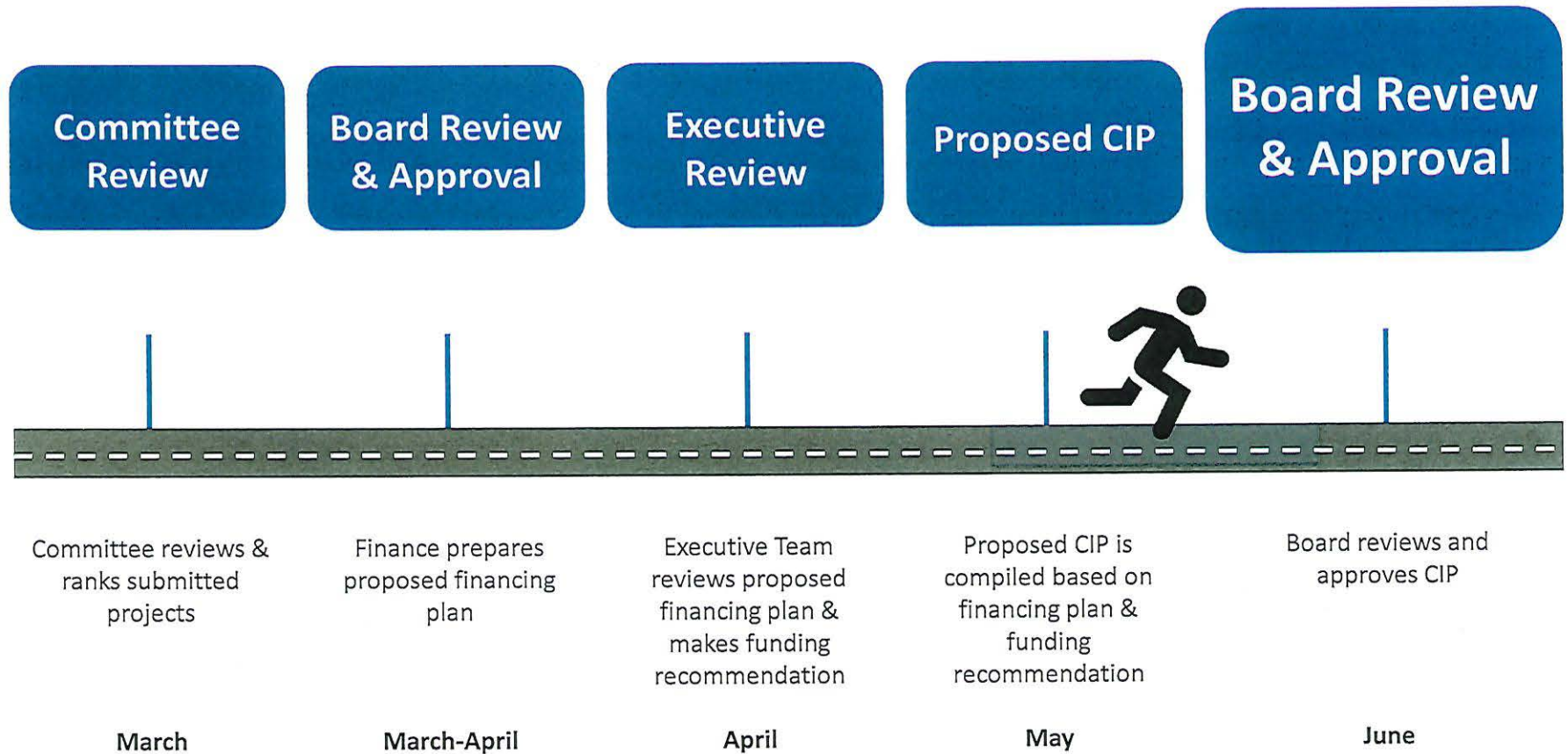


■ New Projects (45)

■ Carryover Projects (9)

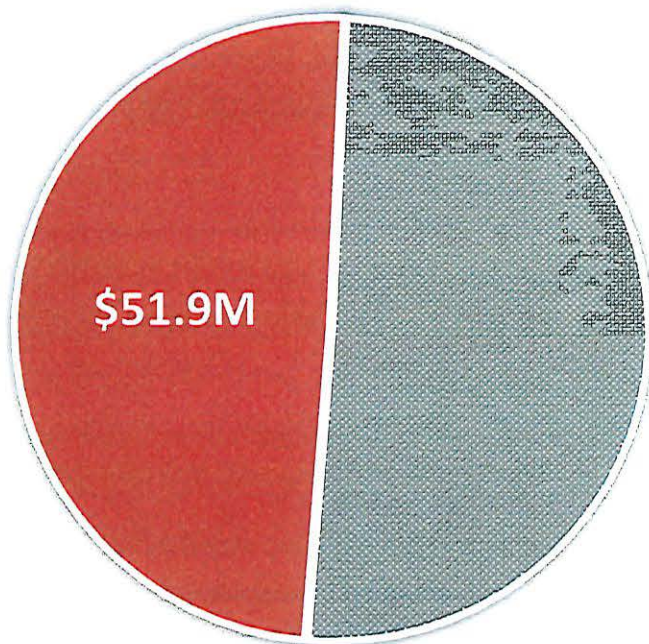


NEXT STEPS





FY24/25 RECOMMENDED PROJECTS



Projects Submitted: 54

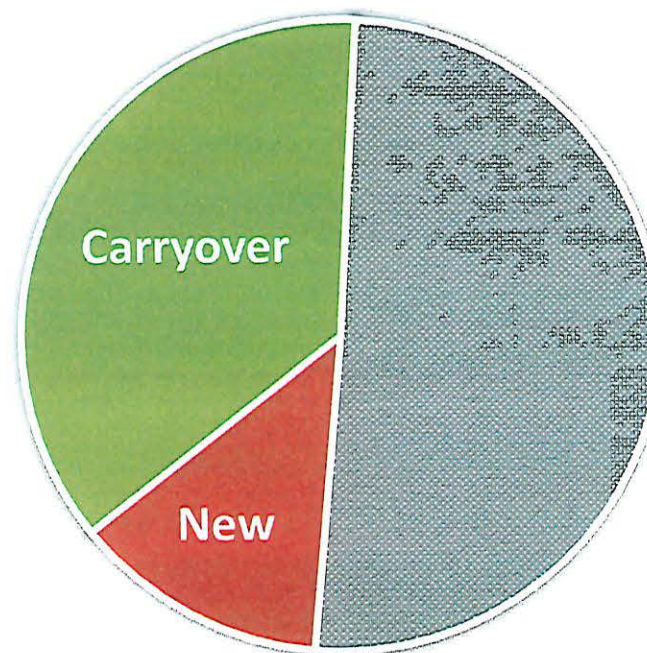
Projects Recommended: 27

Funding Requested: \$104.9M

Funding Recommended: \$51.9M

Carryover Projects: \$38.3M

New Projects: \$13.6M





FY 24/25 RECOMMENDED PROJECTS

Carryover Projects: 9
Recommended Funding: \$38.3M

New Construction \$27.1M

- Vineyard Springs Station
- Zinfandel Phase 3 Buildout

Apparatus & Equipment Replacement \$8.5M

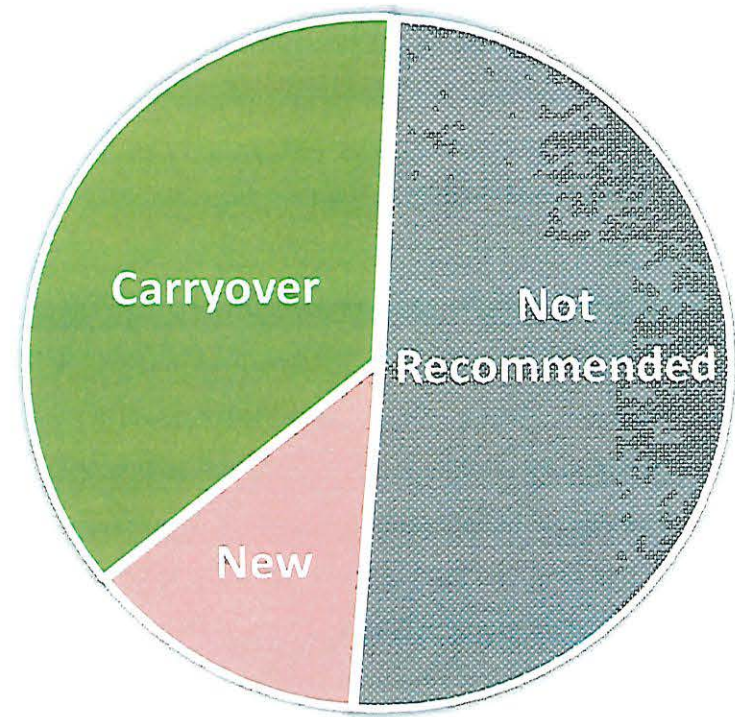
- (5) Type I Engines
- (6) Ambulances
- (8) Ambulance Remounts
- (4) Squad Vehicles

Land Acquisition \$2.4M

- Grantline 220

Facilities Repair/Replacement \$259K

- Station 41 Frontage R&R
- Zinfandel Gate Operator





FY24/25 RECOMMENDED PROJECTS

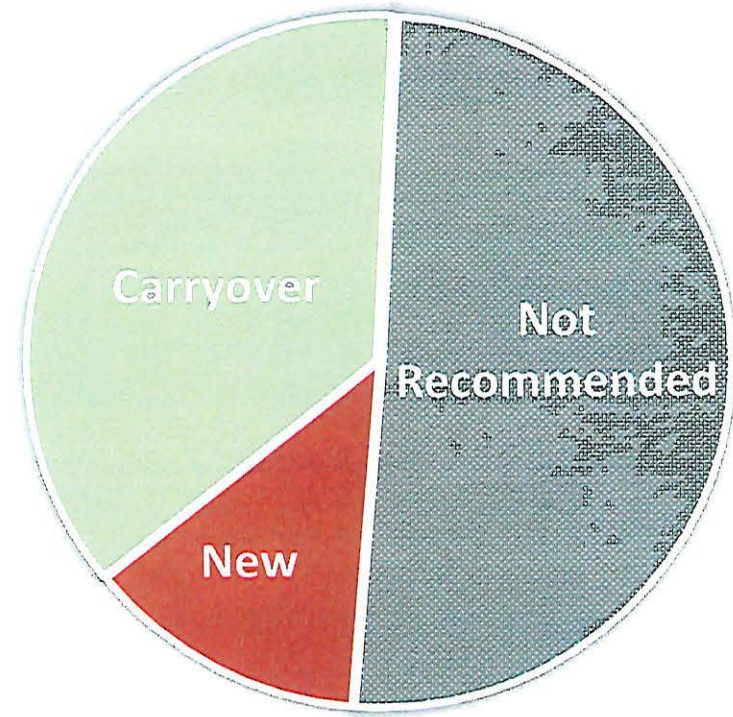
New Projects: 18
Recommended Funding: \$13.6M

Apparatus & Equipment Replacement \$11.9M

- (3) Automatic Chest Compression Devices
- (95) MDC Hardware Kits
- (2) IT Storage Appliances
- (45) Thermal Imaging Cameras
- (5) Type I Engines
- (4) Type III Engines
- (1) Ladder Truck
- (4) Ambulances
- (2) Fleet Service Trucks
- Copter 1 Hoist Rebuild

Personal Protective Equipment \$805K

- Annual Turnout Replacement (50 sets)
- Wildland Turnout Replacement (110 sets)
- Annual Structure Helmet Replacement
- Recruit Academy PPE



Facilities Repair/Replacement \$495K

- HQ Roof Rehab
- Flooring Replacement (Stations 31, 53, 108)
- Station 108 Frontage R&R

Miscellaneous \$322K

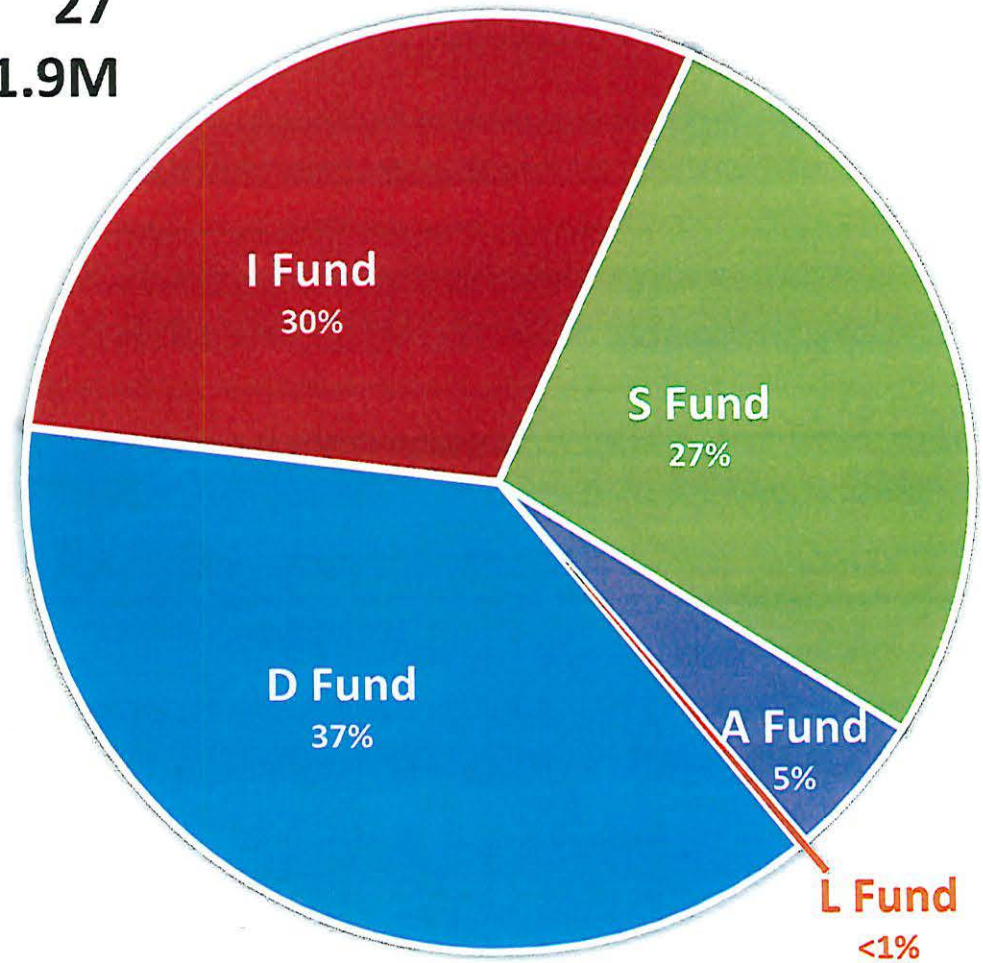
- Firefighting Foam Replacement
- Station Cellular Conversion



FUND SOURCES

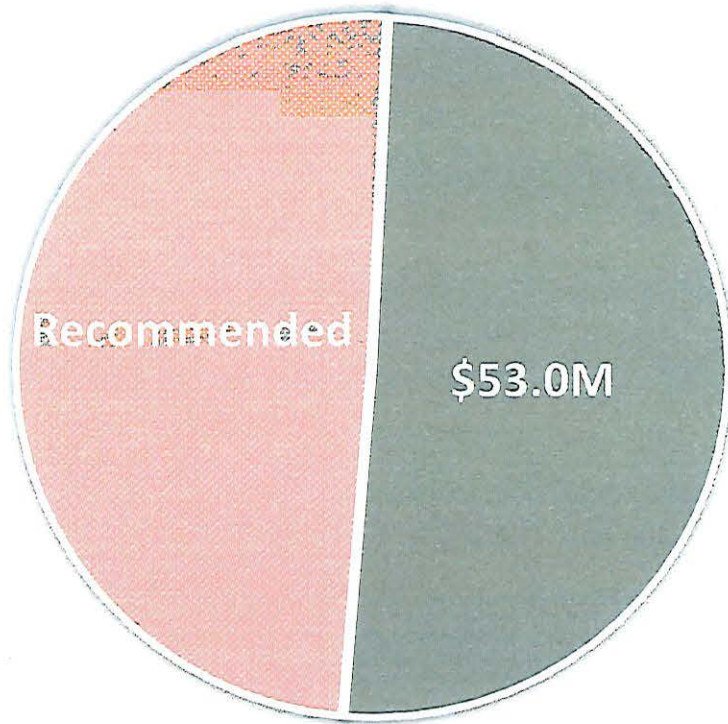
Total Projects: 27
Recommended Funding: \$51.9M

General Fund	\$2.6M
Capital Facilities Fund	\$19.6M
Development Impact Fee Fund	\$15.5M
Leased Properties Fund	\$135K
Special Projects Fund	\$14.0M





UNFUNDED PROJECTS



Projects Not Recommended: 27
Unfunded Need: \$53.0M

Apparatus & Equipment Replacement \$22.7M

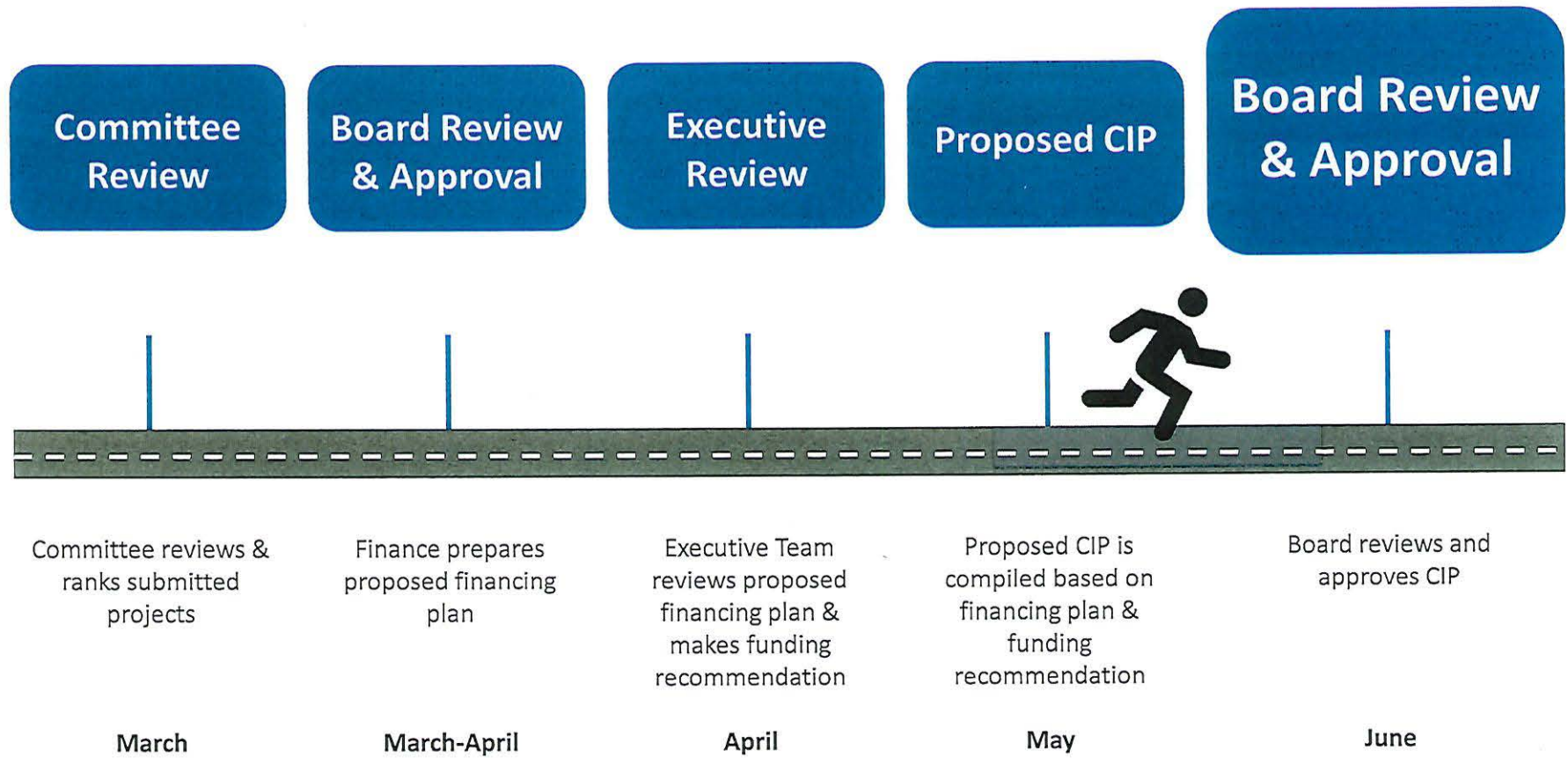
Facilities Repair & Replacement \$16.6M

New Construction \$12.0M

Personal Protective Equipment \$1.7M



NEXT STEPS





QUESTIONS?



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX

A RESOLUTION ADOPTING THE CAPITAL IMPROVEMENT PROGRAM PLAN FY 2024/2025 – 2028/2029

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, in accordance with the District's Capital Improvement Program Policy adopted on February 24, 2022, the District has prepared a Capital Improvement Program Plan for FY 2024/25 – 2028/29 (CIP Plan), which recommends the funding of 27 capital projects; and

WHEREAS, the Finance and Audit Committee has conducted a public hearing on the CIP Plan and determined it to be in conformance with the District's CIP Policy; and

WHEREAS, the FY 2024/25 Preliminary Budget reflects the funding of the recommended capital projects for FY 2024/25.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Sacramento Metropolitan Fire District does hereby adopt the CIP Plan for FY 2024/25 – 2028/29 and authorize the funding of the recommended capital projects for FY 2024/25.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



FY 2024/25 PRELIMINARY BUDGET

- June 13, 2024 -

Presented by:
Dave O'Toole
Chief Financial Officer



BUDGET BRIEFING AGENDA

- 1. Fiscal Year 2024/25 Preliminary Budget Overview**
- 2. General Fund Revenues**
- 3. General Fund Expenditures**
- 4. Long-Term Forecast (FY 2024/25 – FY 2028/29)**
- 5. Capital Improvement Program Financing**
- 6. Recommendation & Questions**



PRELIMINARY BUDGET OVERVIEW

FY 2024/25 Preliminary Budget		
	<i>General Fund</i>	<i>All Funds</i>
Revenues	280,811,108	322,106,767
Expenditures	304,466,471	373,991,152
Net Transfers	16,842,663	17,369,542
Change in Fund Balance	\$ (6,812,700)	\$ (34,514,843)
<i>Projected General Fund Reserve Transfers</i>	<i>\$ 6,812,700</i>	<i>\$ (27,702,143)</i>

Projected General Fund reserve balance on June 30, 2025:
\$34.7 million (11.3%)



PRELIMINARY BUDGET OVERVIEW: ALL FUNDS

FY 2024/25 PRELIMINARY BUDGET OVERVIEW: ALL FUNDS								
	GENERAL FUND	CAPITAL FACILITIES FUND	LEASED PROPERTIES FUND	GRANTS FUND	DEVELOP-MENT IMPACT FEES FUND	IGT FUND	SPECIAL PROJECTS FUND-ZINF TRNG SITE	TOTALS
Beginning Fund Balance, July 1, 2024	\$ 41,511,914	\$ 5,758,637	\$ 1,477,671	\$ -	\$ 9,570,042	\$ -	\$ 13,831,877	\$ 72,150,141
Revenues	280,811,108	-	1,190,694	1,998,168	3,000,000	34,846,797	260,000	322,106,767
Expenditures	304,466,471	25,597,934	782,994	1,802,314	15,241,918	12,007,644	14,091,877	373,991,152
Net Fund Transfers	16,842,663	20,690,020	-	4,136	2,671,876	-\$22,839,153	-	17,369,542
Change in Fund Balance	-\$6,812,700	-\$4,907,914	407,700	199,990	-\$9,570,042	-	-\$13,831,877	-\$34,514,843
Ending Fund Balance, June 30, 2025	\$ 34,699,214	\$ 850,723	\$ 1,885,371	\$ 199,990	\$ -	\$ -	\$ -	\$ 37,635,298



PRELIMINARY BUDGET – GENERAL FUND REVENUES

- **Projected General Fund Revenue of \$280.8 million, a \$8.6 million increase from FY 2023/24 Midyear Budget, including:**
 - Property taxes: \$210.4 million, a \$7.5 million increase
 - Charges for services: \$65.4 million, a \$2.8 million increase, including:
 - EMS (Medic) fees: \$49.7 million, a \$2.3 million increase
 - CRRD fees: \$4.8 million, an \$860,000 increase
 - Offsetting revenues are lower deployment revenues (\$950,000 decrease) and GEMT admin revenues (\$1.6 million)
- **Net IGT revenue transferred to General Fund: \$22.8 million, a \$177,000 reduction from FY 2023/24**



PRELIMINARY BUDGET – GENERAL FUND REVENUES

IGT Fund Programs

➤ Voluntary Rate Range Program (VRRP)

- VRRP is an intergovernmental transfer program, where District funds are transferred to the State DHCS, who combines local agency funds to pull down federal funds to provide medical transport services for the uninsured and Medi-Cal beneficiaries.
- FY 2024/25 revenues of \$14.8 million, IGT transfer of \$5.8 million to DHCS, ***Net income \$9.0 million.***

➤ Public Provider Ground Emergency Medical Transport (PPGEMT) Program

- PPGEMT Program established under AB 1705 (2019). Supports certain Medi-Cal beneficiaries, replacing former GEMT program with a flat payment per Medi-Cal transport of \$1065 (approximately \$947 higher than previous rate).
- FY 2024/25 revenues of \$20 million, IGT transfer of \$6.2 million to DHCS, ***Net income \$13.8 million.***



PRELIMINARY BUDGET – GENERAL FUND EXPENDITURES

- **Projected General Fund expenditures of \$304.4 million, a \$17.2 million (6.0%) increase from FY 2023/24**
- **Labor Budget (compensation and benefits): \$257.8 million, \$15.7 million (6.5%) higher than FY 2023/24**
 - Labor costs will be 84.9% of General Fund revenues and net IGT transfers in
- **Services and Supplies Cost: \$42.3 million, \$850,000 (2.0%) higher than FY 2023/24**



GENERAL FUND EXPENDITURES: LABOR

- **Total Compensation: \$143.9 million**, \$9.8 million (7.3%) more than FY 2023/24. Includes:
 - Wages \$8.8 million (11.4%) higher
 - Constant staffing (overtime) \$428,000 (-1.6%) lower
 - Incentive pays for EMT, paramedic, education, haz-mat, and longevity \$551,000 (4.5%) higher
 - Employee behavioral wellness incentive \$2.9 million continues
- **Total Benefits: \$113.9 million**, \$5.9 million (5.4%) more than FY 2023/24. Includes:
 - Increased CalPERS pension contributions (Safety and Misc.) of \$7.5 million (14.1%)
 - Increased employee medical costs of \$1.6 million (9.8%)
 - Decreased workers compensation costs of \$2.0 million (-32.5%)
 - Deferment of plan to establish a Section 115 pension trust, saving \$1 million



GENERAL FUND EXPENDITURES: SERVICES & SUPPLIES

- **Service and Supplies budget totals \$42.3 million. Adjustments include:**
- \$596,000 increase for liability and property insurance premiums
 - \$339,000 increase in fire equipment servicing
 - \$418,000 increase in Dispatch services, mainly related to a new contract for Dispatch employees.
 - \$606,000 decrease in medical equipment servicing, mainly related to the prior year replacement of gurneys and power loader
 - \$335,000 decrease in communication equipment supplies

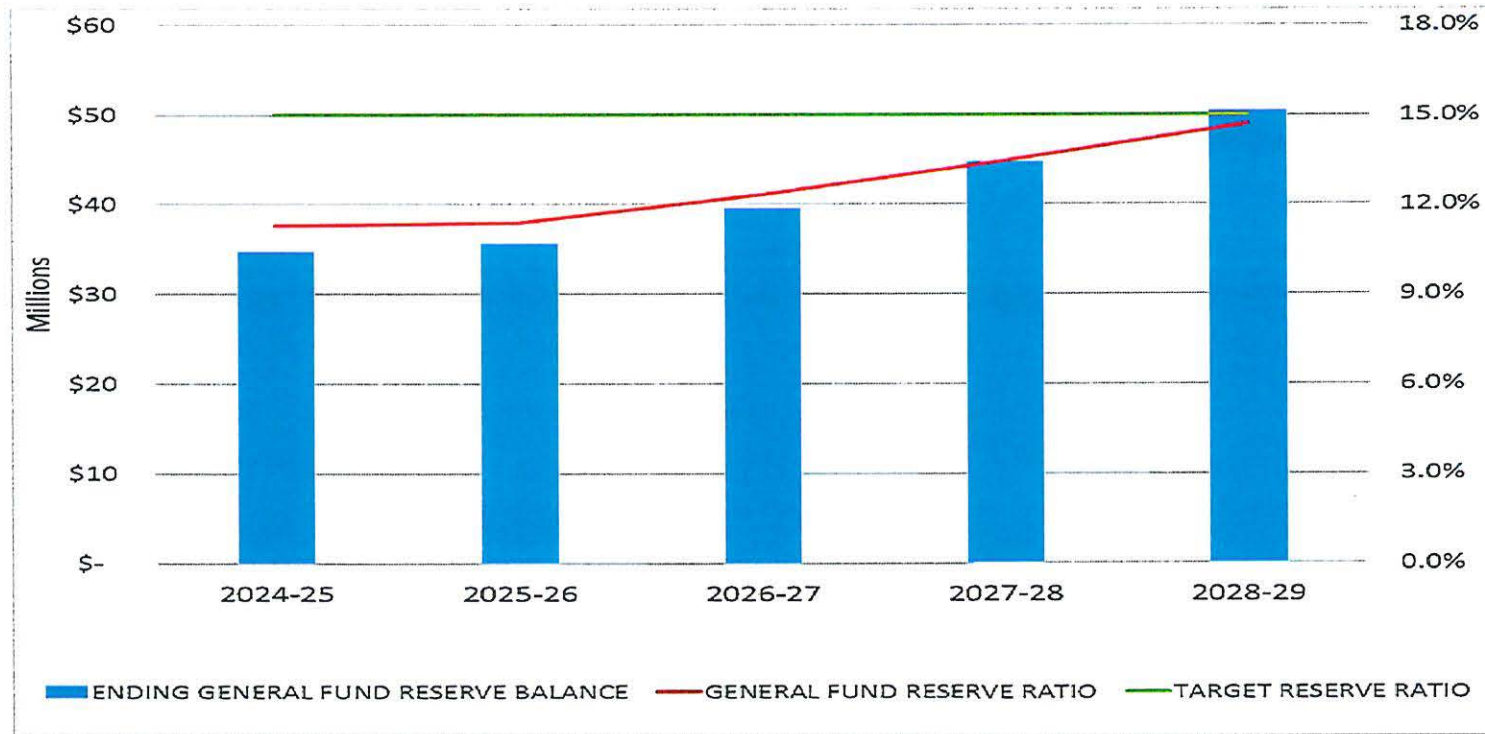


CAPITAL OUTLAY SUMMARY

- Total spending of \$48.8 million, including \$25.6 million committed from the Capital Facilities Fund.
- Major capital outlay projects funded using capital facilities funds include:
 - Ladder truck replacement: \$1.7 million
 - Four new ambulance replacements: \$1.2 million
 - Five Type I engine replacements: \$5.4 million
 - Four Type III engine replacements: 2.2 million
 - Technology storage appliance replacements: \$415,000
- Major capital outlay facilities projects funded with other funds:
 - Grant Line 220 Land Acquisition: \$2.4 million Development Impact Fees Fund
 - Vineyard Springs Station Build: \$10.0 million Development Impact Fees Fund
 - Zinfandel Training Center: \$16.8 million Special Projects Fund



FORECAST: General Fund Reserves & Property Tax Growth

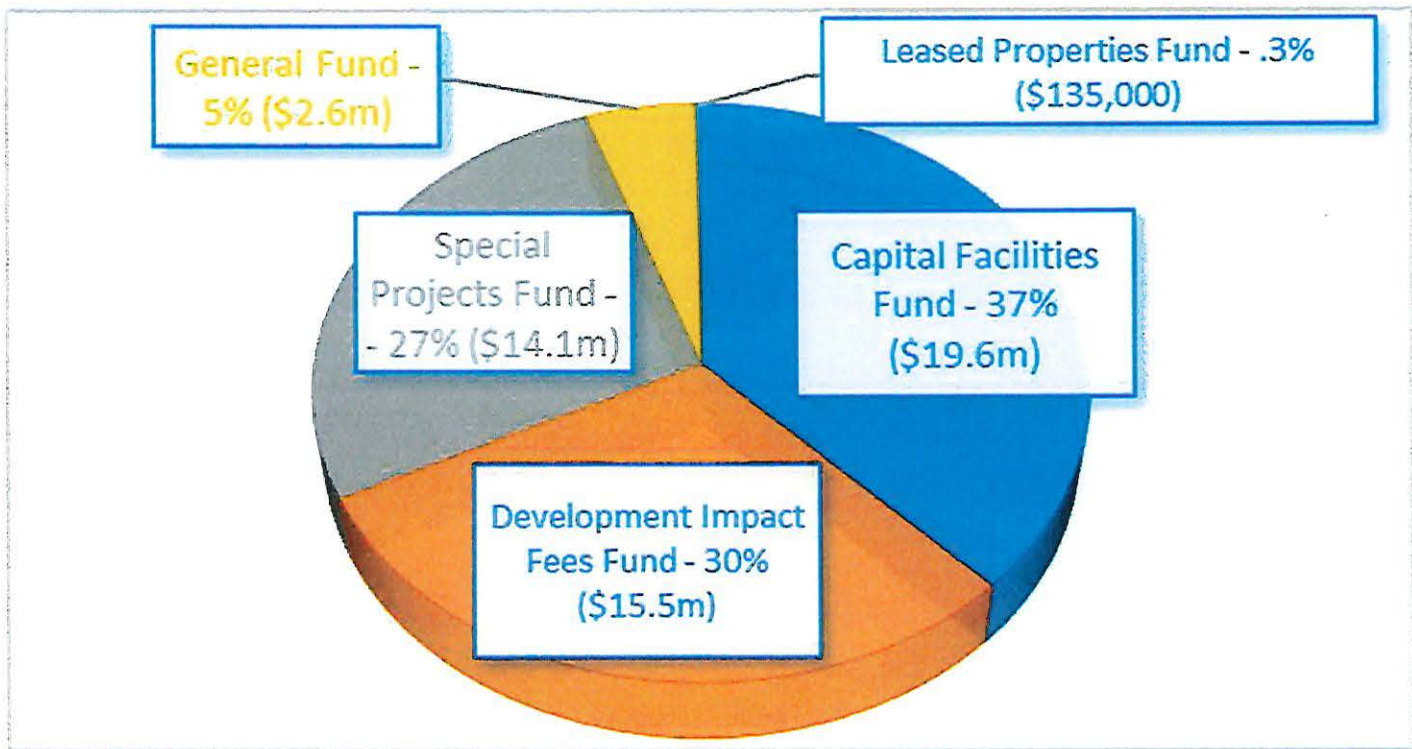


Property Tax Growth, FY 2024/25 - FY 2028/29					
	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Property Tax (\$)	\$ 210,359,783	\$ 218,634,167	\$ 227,415,381	\$ 236,198,499	\$ 245,281,457
Percent Change (Year over Year)	3.7%	3.9%	4.0%	3.9%	3.8%



CAPITAL IMPROVEMENT PROGRAM: FINANCING PLAN

- Funding for the Preliminary Budget CIP Plan includes \$51.2 million for 27 projects: 18 new projects (\$13.2 million) and 9 carryover projects (\$38.0 million).





PRELIMINARY BUDGET SUMMARY

- District's General Fund budget is balanced by a reserve transfer, reducing General Fund reserve by \$6.8 million.
- Preliminary Budget decreases forecasted General Fund reserve from 13.4 percent in FY 2023/24 Midyear Budget to 11.3 percent.
- Revenue growth, including net transfers, is budgeted 3.5 percent higher than prior year.
- PPGEMT and VRRP add a net \$22.8 million to the District's budget.
- Expenditure growth is budgeted 6.0 percent higher than prior year.
- Five-year forecast shows reserve borrowing likely one-time and gradual property tax growth will lead to steady increase in General Fund reserve—subject to property tax trends and labor cost commitments.



FY 2023/24 FINAL BUDGET

Recommendation: Approve resolutions adopting the Preliminary Budget amendments for the fiscal year ending June 30, 2025.

Questions?



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE GENERAL OPERATING FUND 212A FOR
FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the General Operating Fund 212A for Fiscal Year 2024/25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget for General Operating Fund 212A for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
10	212A	2129212	2129212000	SALARIES & EMPLOYEE BENEFITS	\$257,836,586
20	212A	2129212	2129212000	SERVICES & SUPPLIES	42,255,829
30	212A	2129212	2129212000	OTHER CHARGES	4,374,056
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212D)	5,992,354
50	212A	2129212	2129212000	OPERATING TRANSFER OUT (To 212G)	4,136
59	212A	2129212	2129212000	OPERATING TRANSFER IN (From 212M)	-22,839,153

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources, Fund Balance Available and Property Taxes.

BE IT FURTHER RESOLVED that the Preliminary Budget for Fund 212A for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212A Preliminary Budget Summary for FY2024/25 Schedule
212A Revenue Detail Schedule
212A Expenditure Detail Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE CAPITAL FACILITIES FUND 212D FOR
FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the Capital Facilities Fund 212D for Fiscal Year 2024/25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget for the Capital Facilities Fund 212D for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
10	212D	2123000	2123000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212D	2123000	2123000000	SERVICES & SUPPLIES	-
30	212D	2123000	2123000000	OTHER CHARGES	5,674,949
41	212D	2123000	2123000000	CAPITAL ASSETS-LAND	-
42	212D	2123000	2123000000	CAPITAL ASSETS-STRUCTURES	134,230
43	212D	2123000	2123000000	CAPITAL ASSETS-EQUIPMENT	19,788,755
44	212D	2123000	2123000000	CAPITAL ASSETS-SOFTWARE	-
59	212D	2123000	2123000000	OPERATING TRANSFER IN (From 212A)	-5,992,354

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

BE IT FURTHER RESOLVED that the Preliminary Budget for Fund 212D for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212D Preliminary Budget Summary for FY2024/25 Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE GRANTS FUND 212G FOR
FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the Grants Fund 212G for Fiscal Year 2024/25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary in the Grants Fund 212G for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
10	212G	2126000	2126000000	SALARIES & EMPLOYEE BENEFITS	\$ 1,560,454
20	212G	2126000	2126000000	SERVICES & SUPPLIES	231,093
30	212G	2126000	2126000000	TAXES, LICENSES, DEBT SRVC & OTHERS	-
42	212G	2126000	2126000000	CAPITAL ASSETS-STRUCTURES	-
43	212G	2126000	2126000000	CAPITAL ASSETS-EQUIPMENT	10,767
59	212G	2126000	2126000000	OPERATING TRANSFER IN (From 212A)	-4,136

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

BE IT FURTHER RESOLVED that the Preliminary Budget for Fund 212G for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:

212G Preliminary Budget Summary for FY 2024/25 Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE DEVELOPMENT IMPACT FEES FUND 212I FOR
FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the Development Impact Fees Fund 212I for Fiscal Year 2024/25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget for the Development Impact Fees Fund 212I for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
20	212I	2129000	2129000000	SERVICES & SUPPLIES	\$ 90,000
41	212I	2129000	2129000000	CAPITAL ASSETS-LAND ACQUISITION	2,400,000
42	212I	2129000	2129000000	CAPITAL ASSETS-STRUCTURES	12,751,918

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

BE IT FURTHER RESOLVED that the Preliminary Budget for Fund 212I for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212I Preliminary Budget Summary for FY 2024/25 Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE LEASED PROPERTIES FUND 212L FOR
FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the Leased Properties Fund 212L for Fiscal Year 2024/25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget in the Leased Properties Fund 212L for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
10	212L	2127000	2127000000	SALARIES & EMPLOYEE BENEFITS	\$ -
20	212L	2127000	2127000000	SERVICES & SUPPLIES	538,188
30	212L	2127000	2127000000	OTHER CHARGES	244,806
41	212L	2127000	2127000000	CAPITAL ASSETS-LAND	-
42	212L	2127000	2127000000	CAPITAL ASSETS-STRUCTURES	-
59	212L	2127000	2127000000	OPERATING TRANSFER IN (From 212A)	-

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and Fund Balance Available.

BE IT FURTHER RESOLVED that the Preliminary Budget for Fund 212L for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing attached hereto and by reference made a part hereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212L Preliminary Budget Summary for FY2024/25 Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE IGT FUND 212M
FOR FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the IGT Fund 212M for Fiscal Year 2024/25 were made;

NOW, THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget in the IGT Fund 212M for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
20	212M	2121100	2121100000	SERVICES & SUPPLIES	\$ 12,007,644
50	212M	2121100	2121100000	OPERTING TRANSFER OUT (To 212A)	22,839,153

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and use of Fund Balance; and

BE IT FURTHER RESOLVED that the Preliminary for Fund 212M for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212M Preliminary Budget Summary for FY 2024/25 Schedule



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA 95655 Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2024-XXX
BEFORE THE GOVERNING BOARD OF
THE SACRAMENTO METROPOLITAN FIRE DISTRICT
County of Sacramento, State of California

RESOLUTION ADOPTING THE PRELIMINARY BUDGET
FOR THE SPECIAL PROJECTS FUND 212S
FOR FISCAL YEAR 2024/25

WHEREAS, the Sacramento Metropolitan Fire District (“District”) is a political subdivision of the State of California (“State”) and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for the Special Projects Fund 212S for Fiscal Year 2024/25 were made;

NOW, THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget in the Special Projects Fund 212S for the Fiscal Year 2024/25 will be and is hereby adopted in accordance with the following:

OBJECT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET FY2024/25
20	212S	2128000	2128000000	SERVICES & SUPPLIES	\$ -
42	212S	2128000	2128000000	CAPITAL ASSETS-BUILDINGS	14,091,877

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from all Revenue Sources and use of Fund Balance; and

BE IT FURTHER RESOLVED that the Preliminary for Fund 212S for Fiscal Year 2024/25 will be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

ATTACHMENTS:
212S Preliminary Budget Summary for FY 2024/25 Schedule