



Legislation Details (With Text)

File #: 24-0436 **Version:** 1

Type: Change Order & Work Order **Status:** Passed

File created: 4/9/2024 **In control:** City Council

On agenda: 5/7/2024 **Final action:** 5/7/2024

Title: Approve the award of Change Order #1 to Contract 22-121.0-01, Janitorial Services, to Citywide Building Maintenance, for an amount not to exceed \$150,000 and a total award of \$1,224,642.96

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
5/7/2024	1	City Council	approved	

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Change Order #1 to Contract 22-121.0-01, Janitorial Services, to Citywide Building Maintenance, for an amount not to exceed \$150,000 and a total award of \$1,224,642.96

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

On June 7, 2022, the City Council awarded RFP 22-121 to Citywide Building Maintenance (Citywide), for a two-year term from July 10, 2022, to July 9, 2024, with three, one-year options to extend.

The Department of Public Works - Public Building Operations Division (DPW) contracts custodial services to provide cleaning services for 181,000 square feet of public areas at designated City facilities. The contractor supplies all labor, materials, equipment, and supplies (except paper products, trash liners, waste containers and cleaning equipment) to perform daily, weekly, monthly, and bi-annual cleaning of each City facility. The contract also includes project work such as window washing, carpet extraction and annual parking deck power washing.

DISCUSSION:

Due to the concern about the spread of COVID-19, DPW has had to increase the frequency of cleaning in City facilities. The vendor, Citywide, has provided a second day porter to sanitize high-touch areas such as door handles, elevators, and common work surfaces. The day porter divides work time between all buildings except for the Municipal Center and the Police Department as both

locations currently have custodial support in place. In addition, Citywide has responded to perform unanticipated biohazard cleaning at the train station and the Police Department.

This Change Order is requested to fund the extra services provided over the term of the contract and to ensure sufficient funds remain available through the remainder of the contract which ends in July.

FISCAL IMPACT:

CIP #: N/A

Custodial services are expensed to the Operational Services accounts below. A total of \$648,000 has been budgeted for custodial services for City buildings in 2024. The requested change order of \$150,000 is within the budgeted amount for this expense.

Account Number	Fund Type	Total Budget Amount
31341100-531308	General Fund	\$596,400
31341300-531308	Electric Utility	\$105,000
31341500-531308	Water Utility	\$83,000
31251200-531308	Commuter Parking Fund	\$449,235