



Legislation Details (With Text)

**File #:** 20-619      **Version:** 1

**Type:** BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR      **Status:** Passed

**File created:** 5/20/2020      **In control:** City Council

**On agenda:** 6/16/2020      **Final action:** 6/16/2020

**Title:** Approve the award of Option Year Two to Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$560,000

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
6/16/2020	1	City Council	approved	Pass

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Option Year Two to Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$560,000

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The Department of Public Works (DPW) contracts custodial services to provide cleaning related services for 181,000 square feet of public areas at designated City facilities. The contractors supply 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.

The City Council awarded Contract 17-020 to Citywide Maintenance on June 20, 2017 for a two-year term from July 10, 2017 to July 9, 2019 with three, one-year options to extend.

During the course of the original term of the contract, two major modifications were made to the City facilities contract with Citywide Building Maintenance. As part of the 2018 budget process, the budget for custodial services at City facilities was reduced by \$100,000. Buildings that previously received cleaning five days a week were reduced to three days a week, with only bathrooms and kitchens being cleaned five days a week. Additionally, in August 2018, the employment of four custodial City

employees was terminated, and their positions were eliminated. On September 4, 2018, the City Council approved Change Order #1 to Contract 17-020 to have Citywide Building Maintenance assume responsibility of the work previously completed by the in-house custodians.

The first option year was awarded by City Council on May 7, 2019. On May 19, 2020, the City Council approved Change Order #1 to Option Year 1 for additional cleaning needed in response to COVID-19.

**DISCUSSION:**

During the first option year, the City restored the five days a week cleaning schedule at the Municipal Center and Public Works Service Center. In addition, funding was made available for special projects and cleaning of the Municipal Center parking deck. Citywide also performed electrostatic cleaning of the Municipal Center, several Fire Stations and areas of the Police Department due to contact with those who tested positive for the COVID-19 virus.

Based upon the vendor’s performance, DPW would like to extend the contract for the second option year including additional funds to (1) restore the cleaning services at the Department of Utilities - Electric to five days a week and (2) respond to emergency cleaning related to COVID-19. Citywide Building Maintenance has agreed to maintain the rates and terms provide for under the contract.

The term of the second option year is July 10, 2020 to July 9, 2021, with one, one-year option remaining on the agreement.

**FISCAL IMPACT:**

CIP #: N/A

Custodial services are expensed to the operational service accounts below. A total of \$530,000 has been budgeted for custodial services for city buildings in 2020. This contract extends into 2021 and additional funding will be budgeted for the remainder of the second option year. Since the additional costs are directly related to COVID 19, there may be reimbursement opportunities available through federal programs.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31341100-531308	General Fund	\$386,400
31341300-531308	Electric Utility Fund	\$90,000
31341500-531308	Water Utilities Fund	\$80,000
31251200-531308	Commuter Parking Fund	\$260,210