



## Legislation Text

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File #: 20-411, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Option Year One of Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$75,000 and a total award of \$531,950

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

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

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. The first option year was awarded by City Council on May 7, 2019. 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 of the spread of COVID-19, DPW has had to increase the frequency of cleaning in City facilities. 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 his/her 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 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 virus.

This change order is needed for the extra services from mid-March through the end of the extension (July 9, 2020).

#### **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. The requested change order of \$75,000 is \$1,950 over budget for this expense. The overage can be accommodated in savings from other DPW programs, such as Winter Operations. Since these 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