



## Legislation Text

---

File #: 21-1027, Version: 1

---

### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Option Year Three of Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$15,500 and a total award of \$504,616

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

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

N/A

#### **BACKGROUND:**

The Department of Public Works (DPW) contracts 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. The first option-year was awarded on May 7, 2019 and the second option year was awarded on June 16, 2020. The final option year was awarded on June 15, 2021.

#### **DISCUSSION:**

In September 2018, the in-house City custodial services, which comprised 25% of the services, were outsourced to the City's current custodial contractor Citywide Building Maintenance. This was done to improve efficiency, ensure cleaning is being performed by individuals trained in industry standards, and reduce costs. This new structure required Citywide Building Maintenance to onboard first, second, and weekend shift custodians, that meet background check criteria, to provide custodial services at the Police Department.

Citywide Building Maintenance has not sought a price increase since the contract was amended in 2018. The custodial requirements at the Police Department require a high level of service and employees must go through heightened security checks as they have access to most areas in the building. Citywide Building Maintenance approached the City and requested an increase due to the new minimum wage requirements and the company's struggle to retain qualified employees. Due to the continued need for service and quality of delivery, as well as recognizing Citywide Building

Maintenance's compliance with minimum wage requirements, DPW recommends a change order in the amount of \$15,500 or approximately a 3% increase to the cost of the contract.

**FISCAL IMPACT:**

CIP #: N/A

Custodial services are expensed to the operational service accounts below. A total of \$600,000 has been budgeted for custodial services for city buildings in 2021. This contract extends into 2022 and additional funding will be budgeted for the remainder of the third option year.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31341100-531308	General Fund	\$446,400
31341300-531308	Electric Utility Fund	\$100,000
31341500-531308	Water Utilities Fund	\$80,000
31251200-531308	Commuter Parking Fund	\$260,210