



Legislation Text

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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Option Year #2 to Contract 21-093.2, Custodial Services - Central Business District, to Total Facility Maintenance for an amount not to exceed \$225,000

**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 in public areas within the Central Business District (CBD) and parking decks. This includes sidewalks, parking lots and decks, streets, and stairwells. The contractor furnishes all labor, equipment, and supplies (except paper products, trash liners, waste containers, and cleaning chemicals) to perform daily, weekly, and monthly cleaning.

The City Council awarded Contract 21-093, Custodial Services - Central Business District, to Total Facility Maintenance on March 16, 2021, for a two-year term from April 1, 2021, to March 31, 2023, with three, one-year options to extend.

The first option year was awarded on March 7, 2023, with a term of April 1, 2023, to March 31, 2024, with two, one-year options to extend remaining.

The purpose of this contract is to perform year-round, nighttime custodial services including, but not limited to litter pick-up, emptying trash containers, and cleaning parking deck stairwells, stairs, restrooms, and elevator lobby areas for the downtown area.

**DISCUSSION:**

During the first option year, Total Facility Maintenance performed well and completed additional work including power washing, window washing, and extra support during special events.

Based on the vendor's performance, DPW recommends extending the contract for the second option year. The vendor has requested a 3% increase to cover increased costs for labor.

The term of the second option year is April 1, 2024, to March 31, 2025, with one one-year option to extend.

**FISCAL IMPACT:**

CIP #: N/A

Custodial services for the CBD are expensed to the operational service account listed below. A total of \$239,000 has been budgeted for custodial service for the CBD in 2024. The requested award of \$225,000 is within the budgeted amount for this expense.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31254300-531308	Downtown Maintenance	\$726,130