



## Legislation Details (With Text)

**File #:** 18-688      **Version:** 1

**Type:** Procurement Change Order      **Status:** Passed

**File created:** 8/15/2018      **In control:** City Council

**On agenda:** 9/4/2018      **Final action:** 9/4/2018

**Title:** Approve the award of Change Order #1 to Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$143,476.63 and a total award of \$833,023.27

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/4/2018	1	City Council	approved	

### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$143,476.63 and a total award of \$833,023.27

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

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

N/A

#### **BACKGROUND:**

On June 20, 2017, the City Council awarded Contract 17-020 to Citywide Building Maintenance to provide cleaning related services at designated City facilities and sites. The award was for a two-year contract term from July 10, 2017 to July 9, 2019 with three, one-year extension options.

Contracted services originally began to supplement in-house custodial staff. Over the past 15 to 20 years, the City's dependence on contracted custodial services has increased to a point where it currently accounts for approximately 75% of custodial services. Citywide Building Maintenance has performed well over the past year.

#### **DISCUSSION:**

In August, the employment of four custodial city employees was terminated, and their positions were eliminated. This change order is requested to have Citywide Building Maintenance, the City's third-party custodial vendor, assume responsibility of their work for the remaining 11 months of the

contract term for an additional \$143, 476.63. The vendor will be responsible for all facets of hiring, training, and producing replacements in the event of absences. The City's Lead Custodian will provide on-site training and quality control.

In our efforts of continuing to look at efficiencies within departments, it was identified that our current custodial operations citywide were not structured appropriately. After evaluating the custodial services, staff identified three areas of measurable improvement in efficiency and service that would result from outsourcing the remaining in-house custodial services.

#### Efficiency

Outsourcing these services and combining them under the City's existing custodial contract will result in more efficient provision of custodial services that will partially offset the recent custodial contract reductions.

#### Resource Enhancements

The contracted custodians are trained to meet industry standards in the use of specialized equipment and chemicals to manage both hazardous and human waste. These types of services are needed on an ongoing basis, particularly in the Police Department. Additionally, the contractor will supply needed equipment the City would otherwise have to rent to manage emergency situations and planned maintenance.

Service requests by staff for additional custodial services and pest control are up 25%. The volume as well as the types of services requested (presence of cockroaches and other insects and increased accumulation of dust and potential allergens) can be more effectively handled by contracted services.

#### Cost

The wages and benefits for the four custodial positions totals \$245,160. The City's vendor has proposed a cost of \$13,043.33/month for four custodians - two - 1<sup>st</sup> shift and two - 2nd shift. This cost also includes weekend cleaning service at the Police Department. This equates to \$156,520 per year, an annual savings of \$88,640.

#### **FISCAL IMPACT:**

CIP #: N/A

Custodial services for the Municipal Center and the Police Department are expensed to the operational service account listed below. A total of \$143,476.63 is needed for the remainder of the contract term and will be funded by the vacancy savings in 2018. The budget for custodial services for 2019 will be adjusted to reflect the new award amount.

Account Number	Fund Description	Total Budget Amount
31341100-531308	General Fund	\$107,400