



## Legislation Text

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**File #:** 19-548, **Version:** 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Change Order #2 to Contract 17-020, Custodial/Janitorial Services for the Central Business District, to Smith Maintenance Company for an amount not to exceed \$35,000 and a total award of \$262,283.54

**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 City facilities and the Central Business District (CBD). On June 20, 2017, the City Council awarded Contract 17-020 to Citywide Building Maintenance and Smith Maintenance Company. The award was for a two-year contract term from July 10, 2017 to July 9, 2019 with three, one-year extension options.

The City contracts with two firms to manage the level of work required. The first firm, Citywide Building Maintenance, maintains City facilities and sites and the second firm, Smith Maintenance Company, provides cleaning services to the CBD and parking decks. This includes public areas such as sidewalks, parking lots and decks, streets, and stairwells. The contractors supply all labor, materials, equipment and supplies (except trash liners, waste containers, and cleaning equipment) to perform daily, weekly, and monthly cleaning.

Change order #1 was approved in September 2018 in the amount of \$143,46.63 to Citywide Building Maintenance to increase custodial services for City facilities after a reduction in City staff.

#### **DISCUSSION:**

During the past leaf collection and winter season, staff requested Smith Cleaning provide custodial services seven days a week instead of the four days a week as originally specified in the bid document. This additional service was needed so that DPW could dedicate internal staff to these programs. Due to this increase in service, additional funding is needed to complete the contract term. The requested change order will ensure that funding is available through the end of the contract term, July 9, 2019.

As stated above, there are two option years available with this contract. However, the City has decided not to recommend extending the contract with Smith Maintenance for the first option year.

Smith Maintenance requested a 30% increase in their hourly rate for the first option year. As such, custodial services for the CBD are being re-bid and will be awarded at a later City Council meeting. The City Council approved the award of the first option year to Citywide Building Maintenance for custodial and janitorial services at City facilities on May 7, 2019.

**FISCAL IMPACT:**

CIP #: N/A

Custodial services for the CBD are expensed to the operational service account listed below. A total of \$162,000 has been budgeted for custodial service for the CBD in 2019. The requested change order of \$35,000 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31254300-531308	SSA #26	\$472,520