



CITY OF LODI COUNCIL COMMUNICATION

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AGENDA TITLE: Adopt Resolution Authorizing City Manager to Execute Extensions of Janitorial Services Contracts with Korean Professional Building Maintenance (\$11,323 per Month) and Advanced Property Services (\$2,171 per Month) and to Negotiate and Execute Future Extensions and Additions as Needed

MEETING DATE: July 18, 2007

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Adopt a resolution authorizing the City Manager to execute extensions of janitorial services contracts with Korean Professional Building Maintenance and Advanced Property Services and to negotiate and execute future extensions and additions as needed.

BACKGROUND INFORMATION: When the janitorial services contracts were approved by the City Council on April 7, 2004, staff recommended to the Council that janitorial services at various City facilities be reduced in frequency to save money and that the work be divided to allow for multiple contractors. The approval also included authorization for the City Manager (within the budget) to adjust cleaning frequencies with any, or all, of the janitorial contractors should the reduced schedule of cleaning prove inadequate, or to terminate a contract and award to other contractors should a firm, or firms, fail to perform. Janitorial contracts were subsequently awarded and then extended by Council in June 2006.

Currently, Korean Professional Building Maintenance provides janitorial services for the Police Department, Lodi Court, Hutchins Street Square, Library, City Hall, Carnegie Forum, Finance Department, and Public Safety Building for approximately \$11,323 per month. (Monthly invoices vary due to event cleaning charges at Hutchins Street Square, which are paid by facility renters.) They have agreed to extend the contract for an additional year at this same price. Advanced Property Services provides janitorial services for the Lodi Station Parking Structure, Fire Administration, Parks and Recreation Office, Municipal Service Center, and White Slough Water Pollution Control Facility for \$2,098 per month. They have agreed to extend the contract for an additional year with a 3.5% increase, which would be \$2,171 per month. With this new price, the amount is still below the bid by Korean.

The Transit Division would like to have the option of including bus shelter cleaning in the City-wide janitorial contracts. Bus shelters are currently serviced separately from the janitorial contract, however, with the addition of new bus shelters, it may be more efficient to include them under the City-wide janitorial contract. If quotes solicited from the two contracted firms prove to be the most cost effective option, staff will recommend the City Manager amend the janitorial contract to add this service.

Staff recommends that the Council authorize the City Manager to negotiate or re-bid, and execute future janitorial contract extensions, if costs are not increased by more than 5%. Before the contracts expire, staff will evaluate if it is in the City's best interest to re-bid a portion, or all, of the janitorial contracts and return to the Council if the recommendation is to re-bid.

APPROVED: _____
Blair King, City Manager

Adopt Resolution Authorizing City Manager to Execute Extensions of Janitorial Services Contracts with Korean Professional Building Maintenance (\$11,323 per Month) and Advanced Property Services (\$2,171 per Month) and to Negotiate and Execute Future Extensions and Additions as Needed
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FISCAL IMPACT: Contract janitorial services costs will increase by an estimated \$876 per year.

FUNDING AVAILABLE: Operating Budgets

Kirk Evans, Budget Manager

Richard C. Prima, Jr.
Public Works Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager
RCP/DJC/pmf

cc: James Rodems, Community Center Director
Mike Pretz, Fire Chief
Richard Prima, Public Works Director
Steve Schwabauer, City Attorney
Steve Dutra, Interim Parks and Recreation Director
Del Kerlin, Wastewater Treatment Superintendent
George Bradley, Street and Drainage Manager
Tiffani Fink, Transportation Manager
John Munoz, Facilities Supervisor

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE EXTENSIONS OF JANITORIAL SERVICES CONTRACTS WITH KOREAN PROFESSIONAL BUILDING MAINTENANCE AND ADVANCED PROPERTY SERVICES AND TO NEGOTIATE AND EXECUTE FUTURE EXTENSIONS AND ADDITIONS AS NEEDED

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WHEREAS, janitorial services contracts were approved by the City Council on April 7, 2004, and staff at that time recommended to the City Council that janitorial services at various City facilities be reduced in frequency to save money, and that contracts be awarded to more than one contractor; and

WHEREAS, staff also recommended that the City Manager (within the budget) be given authority to adjust cleaning frequencies with any, or all, of the janitorial contractors should the reduced schedule of cleaning prove inadequate, or to terminate a contract and award to other contractors should a firm, or firms, fail to perform. Janitorial contracts were subsequently awarded and then extended by Council in June 2006; and

WHEREAS, currently, Korean Professional Building Maintenance provides janitorial services for the Police Department, Lodi Court, Hutchins Street Square, Library, City Hall, Carnegie Forum, Finance Department, and Public Safety Building for approximately \$11,323 per month, and have agreed to extend the contract for an additional year at this same price; and

WHEREAS, Advanced Property Services provides janitorial services for the Lodi Station Parking Structure, Fire Administration, Parks and Recreation Office, Municipal Service Center, and White Slough Water Pollution Control Facility for \$2,098 per month, and have agreed to extend the contract for an additional year with a 3.5% increase, at a total cost of \$2,171 per month.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby authorizes the City Manager to execute extensions of janitorial services contracts with Korean Professional Building Maintenance and Advanced Property Services and to negotiate and execute future extensions and additions as needed; and

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager to negotiate and execute future janitorial contract extensions, if costs are not increased by more than 5%; and

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager the option of amending the City-wide janitorial contracts to include bus shelter cleaning; and

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager (within the budget) to adjust cleaning frequencies with any, or all, of the janitorial contractors should the reduced schedule of cleaning prove inadequate, or to terminate a contract and award to other contractors should a firm, or firms, fail to perform.

Dated: July 18, 2007

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I hereby certify that Resolution No. 2007-_____ was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 18, 2007, by the following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS -

ABSENT: COUNCIL MEMBERS -

ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk

2007-_____