



## **Report to City Council**

**To:** Honorable Mayor and Members of the City Council

**From:** Grant Yates, City Manager

**Prepared by:** Dave Nichols, Public Works General Service Manager

**Date:** March 28, 2017

**Subject:** Amendment No. 2 to the Agreement with Evergreen Cleaning Solution for Citywide Janitorial Services

### **Recommendations**

Approve and authorize the City Manager to execute Amendment No. 2 which is modifying the Scope of Services, and increasing the original contract amount by \$21,425 bringing the \$73,194 contract amount to \$94,619.

### **Background**

For all City-owned and a commercial vendor performs janitorial services on all leased buildings, facilities, and parks restrooms. The City entered in a contract with Evergreen Cleaning Solutions dated August 25, 2015 for Janitorial Services for \$66,540 (on-call services and extra work is not included in this annual amount). Amendment No. 1 dated June 28, 2017 extended the contract a further 12-months and increased compensation to \$73,194, which included 10% contingency.

### **Discussion**

Modifications to the Scope of Services

1. **Senior Center & Annex** – The original scope of services required services three (3) days per week and included wet mopping of the restroom floors. At the request of Community Services Department, the services were modified in December 2016 to 5 days per week and wet mopping of all the hard surface floors at the facility on a daily basis.
2. **Rosetta Canyon Sports Park** – The new concession building restrooms receive services three (3) days per week on Friday-Saturday-Sunday nights since December 2016.

3. **Park Restrooms** - Restrooms at 20 park-site locations are currently serviced 3 days per week by the janitorial company, and 4 days per week by staff. Effective April 1, 2017, this amendment increases the service to 7 days per week. As an example; to increase service to 7 days per week at Canyon Hills Park is \$40 per month. The benefit of this change is two-fold: much less expensive than staff performing the work and frees up staff to perform other duties. Attached is a spreadsheet that shows per month per park the cost of this service.

### **Fiscal Impact**

The current Public Works FY 16/17 budget has funds to cover this increase.

### **EXHIBITS**

- Exhibit A - Amendment No. 2 Agreement
- Exhibit B – Original Agreement
- Exhibit C – Revised Scope of Service
- Exhibit D - Revised Proposal Cost Analysis