

COUNCIL ACTION FORM

SUBJECT: CONTRACT EXTENSION FOR CITY HALL CUSTODIAL SERVICES

BACKGROUND:

On June 11, 2013 Council awarded a contract to Klean Rite to provide custodial services for the City Hall and Community Center for the period of July 1, 2013 through June 30, 2014. This contract also included four optional renewal periods.

The period from July 1, 2015, through June 30, 2016, is the second of four optional renewal periods. Klean Rite indicated that there would be a 0.5% price increase for this renewal period. Extension periods are contingent upon approval of funding by Council.

The approved operating budget for FY2015-16 was set at \$83,488. These budgeted amounts will cover the base and hourly bid costs for this renewal.

\$63,000 Facilities Budget
\$10,663 Gym & Community Center Budget
\$ 5,425 Auditorium Budget
\$ 4,400 Wellness Budget

ALTERNATIVES:

1. Award the contract renewal option for the FY2016 custodial services for the City Hall and Community Center to Klean Rite in the amount of \$57,511 per year plus \$20.20 per hour for emergency callback and additional work as authorized.
2. Reject renewal award and direct staff to re-bid custodial services.

MANAGER'S RECOMMENDATION:

Klean Rite is the current provider of custodial services in City Hall and the Community Center and has provided these services for one year. Based upon the previous bids, Klean Rite provides these services at a relatively low overall cost. They have also worked closely with staff to continually improve the quality of services received.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding the contract renewal option for the FY2016 custodial services for the City Hall and Community Center to Klean Rite in the amount of \$57,511 per year plus \$20.20 per hour for emergency callback and additional work as authorized.