

**COUNCIL ACTION FORM**

**SUBJECT: FACILITIES MAINTENANCE PROGRAM – CHANGE ORDER FOR  
CUSTODIAL SERVICES AT CITY HALL**

**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 from July 1, 2013 through June 30, 2014. This contract also included four optional renewal periods.

After awarding the contract a purchase order was awarded in the amount of \$57,255. This purchase order covers the monthly fee as agreed in the contract. However, extra cleanings and services not included in the monthly fee are charged as they are completed. This resulted in a change order being approved by staff in the amount of \$10,120 for services rendered in April. More extra cleanings since that time have resulted in a need to increase the purchase order again.

With that change, the cumulative increase will be more than 20% of the original contract amount, thus requiring City Council approval. An additional \$1,000 needs to be added, bringing the total purchase order amount to \$68,375. These increases will be covered in the City Hall and Community Center operating budgets.

**ALTERNATIVES:**

1. Approve change orders to the Klean Rite custodial services contract by a total of \$11,120, thus bringing the total contract to \$68,375.
2. Reject the change order.

**MANAGER'S RECOMMENDATION:**

Klean Rite has provided these custodial services for the past year, including the special cleanings and services not originally included in a purchase order. Based upon the services rendered, the purchase order needs to be increased.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.