

## COUNCIL ACTION FORM

**SUBJECT: CITY HALL/COMMUNITY CENTER CUSTODIAL SERVICES CONTRACT**

**BACKGROUND:**

On May 22, 2007, Council awarded a contract to QualityOne Commercial Cleaning to provide custodial services for the City Hall and Community Center for the period of July 1, 2007, through June 30, 2008. This contract also included four optional renewal periods. Council has awarded three optional renewal periods.

The period from July 1, 2011, through June 30, 2012, is the fourth and final renewal period. QualityOne indicated that there would be no price increase for each renewal period. Extension periods are contingent upon approval of funding by Council.

The approved 2011-12 operating budget includes a total of \$83,600 for these services. A total of \$50,000 is included in the Fleet & Facilities accounts and costs for these services are then shared by the various funds supporting the departments receiving the services. In addition, \$33,600 is included in the Parks & Recreation accounts for direct payment of charges for services in the Community Center, Auditorium, and Wellness areas. These budgeted amounts will cover the base and hourly bid costs for this renewal.

**ALTERNATIVES:**

1. Award the contract renewal option for the 2011-12 custodial services for the City Hall and Community Center to QualityOne Commercial Cleaning in the amount of \$5,500 per month plus \$20.00 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:**

QualityOne Commercial Cleaning is the current provider of custodial services in City Hall and the Community Center and has provided these services for the past eight years. Based upon the previous bids, QualityOne 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 2011-12 custodial services for the City Hall and Community Center to QualityOne Commercial Cleaning in the amount of \$5,500 per month plus \$20.00 per hour for emergency callback and additional work as authorized.