

COUNCIL ACTION FORM

SUBJECT: FACILITIES MAINTENANCE PROGRAM – CONTRACT EXTENSION
FOR CUSTODIAL SERVICES AT CITY HALL

BACKGROUND:

On June 11, 2013, City 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.

The period from July 1, 2014, through June 30, 2015, is the first of the 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 FY 2014/15 was set at \$82,500. These budgeted amounts will cover the following base and hourly bid costs for this renewal:

- \$60,000 Facilities Budget
- \$12,000 Gym & Community Center Budget
- \$ 5,400 Auditorium Budget
- \$ 5,100 Wellness Budget

Klean Rite has provided an acceptable level of service over the past year.

ALTERNATIVES:

1. Award the contract renewal option for the FY 2015 custodial services for the City Hall and Community Center to Klean Rite in the amount of \$57,224.70 per year plus \$20.10 per hour for emergency callback and additional work as authorized.
2. Reject this 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 on 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 provided.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the contract renewal option for the FY 2014-15 custodial services for the City Hall and Community Center to Klean Rite in the amount of \$57,224.70 per year plus \$20.10 per hour for emergency callback and additional work as authorized.