



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JANUARY 10, 2023**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: FIRST AMENDMENT TO SERVICES AGREEMENT WITH GUARANTEED JANITORIAL SERVICES, INC. IN THE AMOUNT OF \$777,789.90 FOR THE TERM OF JANUARY 1, 2023, TO JUNE 30, 2024, PLUS A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$77,779 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$855,568.90.

ISSUE:

Approve the First Amendment to the Services Agreement with Guaranteed Janitorial Services Inc. of Chino, California, in the amount of \$777,789.90, for the term of January 1, 2023 through June 30, 2024, and authorize a 10% change order authority in the amount of \$77,779 for a total amount not-to-exceed \$855,568.90.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to the Services Agreement with Guaranteed Janitorial Services, Inc. in the amount of \$777,789.90 for janitorial services for the term of January 1, 2023, through June 30, 2024.
2. Authorize the City Manager, or designee, to execute a 10% change order authority in the amount of \$77,779.00; and
3. Authorize the City Manager, or designee, to execute the Amendment with Guaranteed Janitorial Services, Inc., including making minor and non-substantive changes, amendments, and contract extensions subject to availability of funds.

BACKGROUND:

On December 2, 2020, Parks, Recreation and Community Services Department (PRCSD) issued RFP No. 2010 for Janitorial Maintenance Services for City Parks and Community Centers through the City's online bidding system. A total of sixty-two prospective bidders registered for the RFP.

On January 21, 2020, the RFP closed, and the City received seven proposals. After review from the Purchasing Department, it was determined six of the seven proposals were considered

responsive. The proposals were evaluated by the evaluation committee that consisted of various City Staff within PRCSD.

On March 17, 2021, interviews were conducted with the top three ranked proposals.

After careful consideration it was determined Guaranteed Janitorial Services, Inc. was the highest ranked vendor and was the most qualified and capable to meet the requirements as described RFP No. 2010.

On July 6, 2021, City Council approved the Services Agreement with Guaranteed Janitorial Services, Inc. in the amount of \$961,920.48 for the term of July 1, 2021, through June 30, 2023.

DISCUSSION:

PRCSD is requesting an Amendment to the two-year contract as a result of an increase in services to facilities and inflationary costs Guaranteed Janitorial Services is experiencing. Parks Division management has reviewed the proposed increases and believe it is reasonable. The Community Centers were on a reduced cleaning schedule due to a reduction in services as a result of COVID -19. As rules and restrictions have been lifted and programming is being offered at pre-pandemic levels, an increase in janitorial services is required. The term of this Amendment will be effective January 1, 2023, and will supersede the original agreement, which is scheduled to terminate June 30, 2023. The increase will apply to an 18-month term starting January 1, 2023, through June 30, 2024.

This Amendment is in accordance with Section 1104 of Purchasing Resolution No. 23914 which allows for Change Orders and states, “Modifications to a Purchase Order shall be made only be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for the purposes of (1) adding and/or deleting quantity of items being procured, (2) modifying unit prices, (3) modifying scope of work/services being provided, where the modification is reasonably related to the original scope of work/services, (4) changing funding sources(s), (5) modifying contract completion time or the term of a Contract...”.

The Purchasing Manager concurs that the recommendation to approve the Amendment is in compliance with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

The work contributes to **Strategic Priority No. 1 – Arts, Culture and Recreation**, and **Goal No. 1.3** in addressing parks and open space maintenance needs.

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Well maintained city facilities serve the public interest, benefit the City’s diverse populations, and result in greater public good.
2. **Equity** – Well maintained and sanitary facilities are accessible to the public for use and contribute to public safety.
3. **Fiscal Responsibility** – Clean community centers assist in generating revenue to which offsets a portion of maintenance costs.

4. **Innovation** – The Agreement ensures that facilities are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Janitorial services preserves facilities for future use.

FISCAL IMPACT:

The fiscal impact for this Amendment will be \$777,789.90 with a 10% change order authority in the amount of \$77,779, for a total amount of \$855,568.90. Funds are budgeted and available in the General Fund, Parks & Recreation, Professional Services Account 5215000-421000 as described in the following table.

Total Contract Amount		
Term and Rate Description	Monthly Amount	Total Amount
January 1, 2023 - June 30, 2024	\$43,210.55	\$777,789.90
10% Change Order Authority		\$77,779.00
Total Contract and Change Order Authority		\$855,568.90

Prepared by: Pamela Galera, Parks, Recreation and Community Services Director
 Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Phaedra A. Norton, City Attorney

Attachment: First Amendment to the Services Agreement