



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 2, 2022**

**FROM: GENERAL SERVICES DEPARTMENT      WARDS: ALL**

**SUBJECT: APPROVE THE FIRST AMENDMENT TO THE AGREEMENT FOR CUSTODIAL SERVICES AT VARIOUS CITY FACILITIES WITH UNIVERSAL BUILDING MAINTENANCE, LLC DOING BUSINESS AS ALLIED UNIVERSAL JANITORIAL SERVICES EXTENDING THE TERM BY AN ADDITIONAL TWELVE MONTHS FROM JULY 01, 2022 TO JUNE 30, 2023, IN THE AMOUNT OF \$822,622.25; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$123,393.34 FOR A TOTAL FISCAL YEAR 2022-2023 AMOUNT OF \$946,015.59 AND A TOTAL REVISED CONTRACT AMOUNT OF \$3,133,694.80**

**ISSUES:**

Approve the First Amendment to the Agreement for Custodial Services at various City facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal (AUSJ) to extend the agreement for one additional one year term from July 1, 2022, to June 30, 2023, in the amount of \$822,622.25; plus a 15% change order authority in the amount of \$123,393.34 for unforeseen service needs for a total fiscal year 2022-2023 amount of \$946,015.59 and a revised total contract amount of \$3,133,694.80.

**RECOMMENDATION:**

That the City Council:

1. Approve the First Amendment to Custodial Services Agreement (Agreement) at Various City Facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services to extend the term by twelve months from July 1, 2022, to June 30, 2023, in the amount of \$822,622.25;
2. Authorize 15% change order authority in the amount of \$123,393.34 for unforeseen changes in service to include but not limited to requests to increase service frequency, add facilities, and for special or emergency services; and
3. Authorize the City Manager, or designee, to execute the Agreement for Custodial Services with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services, including making minor and non-substantive changes.

## **BACKGROUND:**

The General Services Department (General Services) is responsible for the maintenance of City facilities, including custodial services. On March 19, 2019, General Services issued Request for Proposals (RFP) No. 1914 soliciting qualified vendors to provide annual custodial services for various City facilities.

After careful consideration, the Committee selected Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services as the most qualified responder to best meet the RFP requirements for the custodial needs of the City.

On September 24, 2019, the City Council approved the Agreement for Custodial Services at various City Facilities for the amount of \$1,902,329.75 plus a 15% change order authority of \$285,349.46 for a total contract amount of \$2,187,679.21 for an initial term of thirty-three months. This approval included authorizing the City Manager or designee to execute up to three one-year agreement extensions depending upon satisfactory contractor performance.

In the Spring of 2022, the General Services Department conducted a customer service survey of user City departments to obtain feedback on the janitorial services provided by AUJS. The overall satisfaction was 81%.

## **DISCUSSION:**

During the initial three-year term of service, each department had firm figures for budgetary purposes, including a series of mandated increases to California minimum wage and benefit laws. AUJS also provided supplemental sanitization services due to the COVID-19 emergency and honored the price scale from the main Agreement.

Purchasing Resolution 23812 Section 702(h) allows for an exception to competitive procurement "When Services, except for Professional Services, can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so".

### ***Scope of Services***

Approximately fifty-plus facilities are serviced under this agreement including several Public Utilities facilities, all Libraries, City Hall, Airport, Museum, Corporation Yard and others. Additional facilities requiring new custodial service may be added or deleted, as needed.

The scope of services shall remain the same; however, City facilities may be added or deleted and modified accordingly to our needs.

General Services will continue to closely monitor the vendor's performance during this contract, and the City retains the ability to terminate the agreement if service levels are not acceptable.

The Purchasing Manager concurs that the recommendation to approve the amendment is in compliance with Purchasing Resolution 23812.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal No. 5.5 – Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the city organization.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** –This item is agendized for City Council review for community transparency and in conformance with City purchasing policy.
2. **Equity** – This agreement provides services at multiple community facilities which are located across the entire City.
3. **Fiscal Responsibility** – This item was competitively bid to ensure the best possible pricing.
4. **Innovation** – This item is neutral towards this cross-cutting thread.
5. **Sustainability & Resiliency** – The products used by our current vendor is Environmental Protection Agency (EPA) approved in conformance with State and CDC guidelines.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$822,622.25 plus a 15% change order authority in the amount of \$123,393.34, for a total amount of \$946,015.59.

Sufficient funds are budgeted and available in FY 2022/23 in the following accounts to cover the cost of this Agreement:

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
General Fund	City Manager Communication	1140000-450050	\$3,496.77
General Fund	General Services	2210000-421000	\$73,392.41
Central Garage Fund	GS Fleet Central Garage	2215000-421000	\$1,137.14
Airport Fund	Riverside Airport Administration	2245000-421000	\$51,745.50
General Fund	Community& Economic Development 2880 Hulen Place	2855304-424130	\$5,166.20
General Fund	Fire Department	3510000-421000	\$9,169.08
Sewer Fund	Public Works Sewer Division	4125400-424130	\$60,739.27
Public Parking Fund	Public Works Public Parking	4150000-424130	\$18,765.57
General Fund	Library Administration	5130000-421000	\$224,300.51
General Fund	Parks Administration	5215000-421000	\$12,998.85
General Fund	Museum Facilities and Operations	5305000-421000	\$6,593.44

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
Electric Fund	PU Adm-Mgmt Svs	6000000-421000	\$19,127.98
Electric Fund	PU Adm-Mgmt Svs-Bldg Occupancy	6000010-421000	\$170,697.95
Electric Fund	Public Utilities – Riverside Energy Resources Center	6120130-421000	\$23,564.15
General Fund	Non-Departmental/City Hall Occupancy	7222100-421000	\$141,727.43
<b>Total:</b>			<b>\$822,622.25</b>

Prepared by: Carl Carey, General Services Director

Certified as to  
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial  
Officer/Treasurer

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. First Amendment to Custodial Services with Universal Building Maintenance, LLC of Pasadena, California dba Universal Janitorial Services