



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JUNE 6, 2023**

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

**SUBJECT: SECOND 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, 2023, TO JUNE 30, 2024, IN THE AMOUNT OF \$809,420.59; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$121,413.09 FOR A TOTAL AMOUNT OF \$930,833.68 FOR FISCAL YEAR 2023/24 AND A TOTAL REVISED CONTRACT AMOUNT OF \$4,064,528.48**

**ISSUES:**

Approve the Second 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 term for one year from July 01, 2023, to June 30, 2024, in the amount of \$809,420.59; plus 15% change order authority in the amount of \$121,413.09 for unforeseen service needs for a total amount of \$930,833.68 Fiscal Year (FY) 2023/24, and a revised total contract amount of \$4,064,528.48.

**RECOMMENDATION:**

That the City Council:

1. Approve the Second 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 (12) months from July 01, 2023, to June 30, 2024, in the amount of \$809,420.59;
2. Authorize 15% change order authority in the amount of \$121,413.09 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 maintaining 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, Universal Building Maintenance, LLC of Pasadena, California, dba Allied Universal Janitorial Services, was selected 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 in 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 through June 30, 2022. This approval included authorizing the City Manager or his 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%.

On August 2, 2022, the City Council approved the First Amendment for Custodial Services at various City Facilities for an increased contract amount of \$822,622.25 plus a 15% change order authority of \$123,393.34 for a total contract amount of \$3,133,694.80 for the FY 2022/23.

**DISCUSSION:**

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

Approximately fifty-plus facilities will be serviced under this agreement including several Public Utilities facilities, all Libraries, City Hall, Museum, Corporation Yard and others. Additional facilities requiring new custodial services may be added or deleted, as needed. The scope of services shall remain the same; however, City facilities may be added, deleted or modified as needed.

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

The Purchasing Manager concurs that the recommendation is in compliance with current Purchasing Resolution 23914.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 6 **Infrastructure, Mobility & Connectivity**, and specifically Goal No. 6.2 Maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

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 public transparency and in conformance with City purchasing policy.
2. **Equity** – This agreement provides services at multiple community facilities 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 are Environmental Protection Agency (EPA) approved in conformance with State and Centers for Disease Control guidelines.

**FISCAL IMPACT:**

The fiscal impact for FY 2023/24 is \$809,420.59 plus a 15% change order authority in the amount of \$121,413.09, for a total amount of \$930,833.68.

Funds have been budgeted for FY 2023/24 in the following accounts to cover the cost of this Agreement and are included in the budget that will be submitted to Council for adoption in June 2023.

<b>Fund</b>	<b>Account</b>	<b>Department/Divisions</b>	<b>Amount</b>
General Fund	1140000-450050	CM-Communications Office	\$3,671.61
	2210000-421000	General Services, Building Services	\$77,062.03
	2855304-421001	CD-Homeless Services Campus	\$5,424.51
	3510000-421000	Fire Operations	\$9,627.53
	5135000-421000	Library Neighborhood Services	\$235,515.53
	5205000-421000	Park & Recreation - Recreation	\$13,648.80
	5305000-421000	Museum Facility Operations	\$6,923.11
	7222100-421000	Non-Dept City Hall Occupancy	\$148,813.81
Electric Fund	6000010-421000	RPU Admin Bldg. Occupancy	\$199,317.22
	6120130-421000	RERC/Acorn Generating Plant	\$24,742.35
Sewer	4125000-421000	Sewer – Admin & Reg Compliance	\$63,776.23
Public Parking	4150000-421000	Public Parking	\$19,703.85
Central Garage	2215000-421000	Central Garage	\$1,194.00
<b>Total:</b>			<b>\$809,420.59</b>

Prepared by: Carl Carey, General Services Director  
Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/ Financial Officer/Treasurer  
Approved by: Edward Enriquez, Interim Assistant City Manager/ Financial Officer/Treasurer  
Approved as to form: Phaedra A. Norton, City Attorney  
Attachment: Second Amendment to Custodial Services with Universal Building Maintenance, LLC of Pasadena, California dba Universal Janitorial Services