



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 1, 2020**

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

**SUBJECT: SERVICES AGREEMENT WITH UNIVERSAL BUILDING MAINTENANCE, LLC DOING BUSINESS AS, ALLIED UNIVERSAL JANITORIAL SERVICES; TO PROVIDE JANITORIAL SERVICES AT CITY COMMUNITY CENTERS FOR A TERM OF EIGHT MONTHS USING PURCHASING RESOLUTION NO. 23256 SECTION 702(G) IN THE AMOUNT OF \$313,308.48; PLUS A CHANGE ORDER AUTHORITY OF 15% IN THE AMOUNT OF \$46,996.27 FOR A CONTRACT AMOUNT NOT TO EXCEED \$360,304.75**

## **ISSUE:**

Approve a Services Agreement with Universal Building Maintenance, LLC doing business as Allied Universal Janitorial Services to provide janitorial services at City community centers for a term of eight (8) months using Purchasing Resolution No. 23256 section 702(g) in the amount of \$313,308.48; plus a change order authority of 15% in the amount of \$46,996.27 for a contract amount not to exceed \$360,304.75.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Services Agreement with Allied Universal Janitorial Services for janitorial services at City community centers, for a period of eight (8) months in the amount of \$313,308.48;
2. Approve a 15% change order authority in the amount of \$46,996.27, for a total contract amount not to exceed \$360,304.75; and
3. Authorize the City Manager, or his designee, to execute the Agreement with Allied Universal Janitorial Services, including making minor and non-substantive changes;

## **BACKGROUND:**

On December 31, 2019, the Parks, Recreation and Community Services Department's (PRCSD) previous agreement for janitorial services expired, and the agreement was not renewed/extended. PRCSD requested an interim agreement with Allied Universal Janitorial Services to begin in March 2020, for a period of four (4) months (March – June) while a formal

Request for Proposal (RFP) would be conducted to procure a new vendor with an updated services agreement. Due to unforeseen circumstances related to the COVID-19 pandemic and the abrupt closure of most City community centers, services were not rendered, and a formal RFP was not posted.

In April 2020, an interim agreement was approved by City Council using a piggyback option from RFP No. 1914 pursuant to criteria found in Purchasing Resolution No. 23256 section 702(g). This was done in anticipation of a re-opening of City community centers and facilities.

In June 2020, PRCSD began utilizing Allied Universal Janitorial Services to prepare City community centers for an anticipated opening order from the Governor's Office. Unfortunately, current re-opening plans/orders from the Governor's Office exclude community centers and to-date, sites have not yet opened (except in a limited capacity for program planning and cool center operations).

The term of the current agreement is set to expire at the end of November and with a possible re-opening date yet to be determined by the Governor's Office, staff is seeking City Council approval for a new agreement for the remainder of Fiscal Year 2020/21.

### **DISCUSSION:**

The new agreement ensures there is not a lapse in janitorial services, especially as use of City community centers gradually increases. Additionally, janitorial services are added for the new Bourns Family Youth Innovation Center which is anticipated to open in Spring 2021.

The new agreement is in accordance with Purchasing Resolution 23256, Section 702 (g) which states that competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required, "When 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 the best interests of the City to do so."

A monthly rate for services was provided by Allied Universal Janitorial Services for a total contract amount of \$313,308.48 for eight (8) months of service. Staff is also requesting change order authority of up to 15% for any costs associated with additional cleaning and sanitation of sites. A formal RFP will be posted in the upcoming months where a new contractor will be selected, and an updated long-term agreement approved. The anticipated execution date of the new agreement is July 1, 2021.

The Purchasing Manager concurs that the recommendation complies with Purchasing Resolution No. 23256, Section 702 (g).

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$360,304.75. The funds are available as described in the following table:

Fiscal Impact				
Fiscal Year	Terms	Account No.	Account Name	Amount
2020/2021	Nov 1, 2020 – June 30, 2021	5215000-421000	Professional Services	\$313,308.48
15% Change Order Authority				\$46,996.27
<b>Total</b>				<b>\$360,304.75</b>

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
 Certified as to  
 availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
 Approved by: Rafael Guzman, Assistant City Manager  
 Approved as to form: Kristi Smith, Interim City Attorney

Attachment: Services Agreement