



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 2, 2024**

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

**SUBJECT: APPROVE THE FIFTH AMENDMENT TO THE AGREEMENT FOR JANITORIAL SERVICES AT VARIOUS CITY FACILITIES WITH UNIVERSAL BUILDING MAINTENANCE, LLC DOING BUSINESS AS ALLIED UNIVERSAL JANITORIAL SERVICES EXTENDING THE TERM BY AN ADDITIONAL TWELVE (12) MONTHS FROM JULY 01, 2024 TO JUNE 30, 2025, IN THE AMOUNT OF \$880,587.32; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$132,088.10 FOR A TOTAL FISCAL YEAR 2024/25 AMOUNT OF \$1,012,675.42 AND A TOTAL REVISED CONTRACT AMOUNT OF \$5,077,203.90**

## **ISSUES:**

Approve the Fifth (5<sup>th</sup>) Amendment to the Agreement for Janitorial Services at various City facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services (AUSJ) to extend the agreement for one additional one year term from July 01, 2024, to June 30, 2025, in the amount of \$880,587.32; plus 15% change order authority in the amount of \$132,088.10 for unforeseen service needs for a total Fiscal Year 2024/25 in the amount of \$1,012,675.42 and a revised total contract amount of \$5,077,203.90.

## **RECOMMENDATION:**

That the City Council:

1. Approve the Fifth (5<sup>th</sup>) Amendment to Janitorial 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, 2024, to June 30, 2025, in the amount of \$880,587.32.
2. Authorize 15% change order authority in the amount of \$132,088.10 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 his designee to execute the Agreement for Janitorial 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 janitorial services. On March 19, 2019, General Services issued Request for Proposals (RFP) No. 1914 soliciting qualified vendors to provide annual janitorial 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 janitorial needs of the City.

On September 24, 2019, the City Council approved the Agreement for Janitorial 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 33 months. This approval included authorizing the City Manager or his designee to execute up to three one-year agreement extensions depending upon satisfactory contractor performance.

On August 8, 2022, the City Council approved the First Amendment for Janitorial Services at various City Facilities 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.

On June 7, 2023, the City Council approved the Second Amendment for Janitorial Services at various City Facilities for one additional one-year term from July 1, 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 unforeseen service needs for a total fiscal year 2023-2024 amount of \$930,833.68 and a revised total contract amount of \$4,064,528.48.

On August 17, 2023, a Third Amendment was executed to increase the annual purchase order by \$44,2000, which is within the 15% change order authority previously approved by the City Council on August 8, 2022, for Janitorial Services at various City Facilities for services for the term ending June 30, 2023.

On March 22, 2024, a Fourth Amendment was executed to increase the annual purchase order by \$50,435.05, which is within the 15% change order authority previously approved by the City Council on June 7, 2023, for Janitorial Services at various City Facilities for services for the term ending June 30, 2024.

The General Services Department will issue a new Request for Proposal for citywide janitorial services in the fall of 2024.

## **DISCUSSION:**

Approximately fifty-plus facilities will be serviced under this agreement including several Public Utilities facilities, all Libraries, City Hall, Airport, Museum, the Corporation Yard and others.

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

Per Purchasing Resolution 24101, Section 1104 Change Orders which states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 24101.

### **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 are Environmental Protection Agency (EPA) approved in conformance with State and CDC guidelines.

### **FISCAL IMPACT:**

The fiscal impact for Fiscal Year 2024/25 is \$880,587.32 plus a 15% change order authority in the amount of \$132,088.10, for a total amount of \$1,012,675.42.

Funds have been budgeted in FY 2024/25 in the following funds and accounts to cover the cost of this Agreement.

Fund	Account	Department/Divisions	Amount
General Fund	1140000-450050	CM-Communications Office	\$3,855.19
	2210000-421000	General Services Building Services	\$80,915.12
	2855304-421001	CD-Homeless Svcs Campus	\$11,391.47
	3510000-421000	Fire Operations	\$10,108.91
	5135000-421000	Library Neighborhood Services	\$247,291.30
	5205000-421000	Park & Recreation - Recreation	\$14,331.24
	5305000-421000	Museum Facility Operations	\$7,269.27
	7222100-421000	Non-Dept City Hall Occupancy	\$181,254.48
Electric	6000010-421000	RPU Electric Field Operation	\$209,283.08
	6120130-421000	RERC/Acorn Generating Plant	\$25,979.48
Sewer	4125000-421000	Sewer-Admin & Reg Compliance	\$66,965.05
Public Parking	4150000-421000	Public Parking	\$20,689.03
Central Garage	2215000-421000	Central Garage	\$1,253.70
Subtotal:			\$880,587.32
Change Order (15%)			\$132,088.10
<b>Total:</b>			<b>\$1,012,675.42</b>

Prepared by: An-Chi Filiar, Senior Administrative Analyst  
 Approved by: Carl Carey, General Services Director  
 Certified as to  
 availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer  
 Approved as to form: Phaedra A. Norton, City Attorney

**Attachments:**

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