



Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution approving the First Amendment to the Consultant Service Agreement in an amount not to exceed \$37,000 with Frank's Janitorial Service for janitorial services of City facilities

CEQA Status: Not a CEQA project

Prepared By: Carlos Uribe, Public Works Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

Since October 2012, the City has contracted with Frank's Janitorial to provide janitorial services. The City's agreement with Frank's Janitorial ended July 2016.

DISCUSSION

City staff issued a Request for Proposals (RFP) for Janitorial services on May 6, 2016. The RFP was posted on the City website, posted as a public bid notification on the BluePrint Express website, and Staff invited four companies to bid. Staff held a mandatory bidder's meetings on May 19, 2016 and June 7, 2016. Three companies attended the meetings and two of those submitted proposals by the June 13, 2016 4:00 p.m. deadline.

The City received the following proposals:

<u>COMPANY</u>	<u>PROPOSAL AMOUNT</u>
Five Star Cleaning Service	\$94,000 per year
*Franks Janitorial Service	\$73,590 per year
ProMaintenance Janitorial Services	\$71,688 per year
Jani Crew of Marin	Proposal was incomplete

*(Did not attend mandatory pre-bid meeting)

Staff reached out to the lowest price proposal that was responsive, ProMaintenance, Janitorial Services and continued the procurement process. After multiple attempts to

have ProMaintenance provide the necessary insurance as required by the RFP, they acknowledged that they would not be able to meet the City's insurance requirements. Staff subsequently reached out to the second lowest priced responsive proposer, Five Star Cleaning Service, and requested a certificate insurance complying with the City requirements. During these negotiations, the contract for janitorial services with Franks' Janitorial Service expired in July 2016.

Staff is recommending that the current contract with Franks Janitorial Service be extended for up to six months, while proper procurement process continues and a Consultant Service Agreement is negotiated with a firm that meets the City's requirements. The term of the Consultant Services Agreement will extend from August 1, 2016 to February 1, 2017, for an amount not to exceed \$37,000.

FISCAL IMPACT

The cost for this First Amendment to the Consultant Services Agreement for janitorial services of \$37,000 is within the Fiscal Year 2016/2017 budget of \$72,370 for janitorial services.

RECOMMENDED ACTION

Adopt attached resolution authorizing the City Manager to execute a First Amendment to the Consultant Services Agreement with Franks Janitorial Service in the amount of \$37,000 for providing janitorial services to City facilities for up to six months, ending on February 1, 2017.

ATTACHMENTS

1. Resolution
2. First Amendment to the Consultant Services Agreement

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

APPROVING FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH FRANKS JANITORIAL SERVICE IN THE AMOUNT OF \$37,000 TO PROVIDE JANITORIAL SERVICES TO CITY FACILITIES FOR UP TO SIX MONTHS, ENDING ON FEBURARY 1, 2017

RECITALS

- A. Since October 2012, the City has contracted with Franks Janitorial Service to provide janitorial services and that agreement will end in July 2016; and
- B. The City of St. Helena on May 6, 2016, released a Request for Proposal to receive bids for janitorial services; and
- C. Two mandatory pre-bid meetings were held on May 19, 2016 and June 7, 2016; and
- D. City staff is still negotiating with the respondents to the RFP and has yet to complete negotiations; and
- E. The City desires to extend the existing Professional Services Agreement with Frank's Janitorial Service; and
- F. The First Amendment shall not exceed \$37,000; and
- G. The Contract period shall extend from August 1, 2016 to February 1, 2017.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The City Manager is authorized to execute the First Amendment to the Professional Services Agreement with Franks Janitorial Service in the amount of \$37,000 for janitorial services to City facilities.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016 by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

ATTEST:

 Alan Galbraith
 Mayor

 Cindy Black
 City Clerk

**FIRST AMENDMENT
TO CONSULTANT SERVICES AGREEMENT WITH FRANKS JANITORIAL SERVICE.**

This First Amendment to Consultant Services Agreement dated October 13, 2015 ("Agreement") is made as of this 23rd day of August 2016 by and between the City of St. Helena, a municipal corporation ("City"), and Franks Janitorial Services. ("Consultant").

RECITALS

- A. On October 13, 2015 the City and Consultant entered into the Agreement for Consultant to provide janitorial services to City facilities.
- B. The City of St. Helena on May 6, 2016, released a Request for Proposal to receive bids for janitorial services; and
- C. Two mandatory pre-bid meetings were held on May 19, 2016 and June 7, 2016; and
- D. City staff is still negotiating with the respondents to the RFP and has yet to complete negotiations; and
- E. The City desires to extend the existing Professional Services Agreement with Frank's Janitorial Service; and
- F. The First Amendment shall not exceed \$37,000; and
- G. The Contract period shall extend from August 1, 2016 to February 1, 2017

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 1. Basic Services

Exhibit A to the Agreement is replaced with the attached Exhibit A-1.

2. Section 4. Compensation and Method of Payment

Section 4.A is amended to increase the total compensation payable to Consultant under the Agreement by \$37,000 to read as follows:

"Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B-1, "Compensation," attached hereto and made a part hereof. Total compensation shall not exceed \$96,880, unless

additional compensation is approved in accordance with Section 2."

All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CONSULTANT:

Franks Janitorial Service
2400 Oak Steet
Napa, CA 94559

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF ST. HELENA
a Municipal Corporation

By: _____

Jennifer Phillips, City Manager

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

ATTEST:

Cindy Black, City Clerk

Attachments:

Exhibit A-1, "Scope of Services"

Exhibit B-1, "Compensation"

**EXHIBIT A-1
SCOPE OF SERVICES**

	Building	Aprox. Sq Ft	Day of Week/Month	# of Days
1	Library	14,445	M-W-F	3
2	Library Bathrooms		Su-M-T-W-Th-F-Sa	7
3	City Hall	11,411	T/F	3
4	Police Department		W-Trash & RR	
5	Carnegie Building	6,327	M-W-F	3
6	Fire Hall	15,463	T/TH	2
7	Teen Center	3,180	T/TH	2
8	Corp yard	2,100	T/TH	2
9	Scout Hall	2,900	T/TH	2
10	Head Start	1,550	T/TH	2
11	Waste Water TP	750	Bi-Monthly, W	2

Building	Carpet Cleaning	Deep Clean
Library	JAN & JUNE	JAN & JUNE
City Hall	JAN & JUNE	JAN & JUNE
Police Department	JAN & JUNE	JAN & JUNE
Carnegie Building	JAN & JUNE	JAN & JUNE
Fire Hall	OCT & MAR	OCT & MAR
Head Start	MAY & NOV	MAY & NOV

Services to be Performed Inside Buildings:

1. All restrooms, offices, staff break rooms, dining areas, gyms and common areas must be cleaned each contracted day. Daily clean and mop all tile and vacuum carpeted floors.

2. Typical cleaning will include:

- Empty trash and replace liners.
- Empty recycling and place in proper containers.
- Clean and sanitize all restrooms and stock supplies.
- Dust all open areas and tops of furniture, chairs, and picture frames.
- Dust all baseboards.
- Remove all cobwebs.
- Clean kitchen counters and sinks tops of appliances, back splashes, fronts of cabinets, tables and chairs.
- Sweep and mop all floors.
- Vacuum carpets and all mats.
- Clean around window sills, outside entrances and glass doors.

3. Franks Janitorial Service will notify Public Works Manager of any issues that arise such as; safety and maintenance issues, burnt out lighting, electrical and plumbing issues, and problems with equipment .

4. Franks Janitorial Service will notify Public Works Manager when supplies (paper products and trash liners) are needed.

5. Franks Janitorial Services will maintain a Sign-in sign out log. To be submitted monthly with invoicing

**EXHIBIT B-1
COMPENSATION**

Typical Cleaning

Building	Cost (per month)
Library	\$ 1,137.50
Library Bathrooms	\$ 758.33
City Hall	\$ 1,570.83
Police Department	
Carnegie Building	\$ 325.00
Fire Hall	\$ 487.50
Teen Center	\$ 541.67
Corporation Yard	\$ 216.67
Scout Hall	\$ 325.00
Head Start	\$ 216.67
Waste Water Treatment Plant	\$ 112.50
Total Cost Per Month	\$ 5,691.67
Total Six Month Cost	\$34,150.00

Optional Services

Building	Cost
Library	
City Hall	
Police Department	
Carnegie Building	
Fire Hall	
Head Start	
Total Six Month Cost	\$2,650.00

Total Six Month Cost All Services - \$37,000