

City of Culver City, California
City Council Agenda Item Report

Meeting Date: June 24, 2013	Item Number: <u>C-16</u>
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Able Building Maintenance Company to Continue Providing Janitorial Services for the Police Department.	
Contact Person/Dept.: Carmen Zarate	Phone Number: (310) 253-6133
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☐ Attachments: ☐
Commission Action Required: Yes ☐ No ☒ Date: _____	
Public Notification: Meetings and Agendas – City Council (06/18/13)	
Department Approval: Donald Pedersen (06/06/13)	City Attorney Approval: Carol Schwab (by H. Baker) (06/18/13)
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/18/13)	City Manager Approval: John M. Nachbar (06/18/13)
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Able Building Maintenance Company to continue providing janitorial services for the Police Department's jail facility and the Police Station in an amount not-to-exceed \$45,000.00. <u>BACKGROUND:</u> Able Building Maintenance Company has been providing janitorial services for Police Department facilities since 2008 including the police station, jail, gym, and gun range. Able Building provides biweekly jail facility janitorial services and twice per week day porter services for the other facilities. <u>DISCUSSION:</u> Historically, janitorial needs at the Police Department have been handled by two full-time City custodians. However, due to budget reductions and the elimination of a custodian position during Fiscal Year 2010/2011, it was necessary to hire a day porter to assist with daily janitorial responsibilities. Because the Police Department is a 24-hour per day operating facility, it requires a higher level of maintenance services than other City facilities. Additionally, the day porter is used as back-up support when the City custodian is out on leave (vacation/sick).	

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During the time that the City has contracted with Able Building Maintenance, they have not only provided excellent janitorial services, but have also proved extremely trustworthy. This level of trust is very valuable as the contract personnel are required to perform their activities in secure areas not open to the general public. Because of this proven track record, the Police Department requests the City Council approve an amendment to the existing Professional Services Agreement with this company.

Pursuant to Culver City Municipal Code § 3.07.085.A, a contract for personal services (including the repair and maintenance of City-owned personal and real property) may be awarded without complying with formal competitive bidding procedures; provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager.

Informal quotes have shown that Able's rates are still very competitive.

FISCAL ANALYSIS:

Funding has been included in the City Council Adopted Budget for Fiscal Year 2013/2014.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing Professional Services Agreement with Able Building Maintenance Company to provide Police Department janitorial services in the amount of \$45,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.