

**City of Culver City, California
Agenda Item Report**

Meeting Date: 03/11/2013		Item Number: <u>C-2</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Agreement with J & G Sweeping and Maintenance to Provide Cleaning Services in Downtown Parking Structures.			
Contact Person/Dept.: Glenn Heald Todd Tipton/Community Development		Phone Number: (310) 253-5752 (310) 253-5783	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and meetings – City Council (03/05/13).			
Department Approval: Sol Blumenfeld (03/04/13)		City Attorney Approval: Carol Schwab (by H. Baker) (03/04/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/04/13)		City Manager Approval: John M. Nachbar (03/05/13)	

RECOMMENDATION:

Staff recommends the City Council approve an agreement with J & G Sweeping and Maintenance to provide pressure washing and other cleaning and maintenance services in the three downtown parking structures.

BACKGROUND:

Prior to July 1, 2012, pressure washing and other cleaning services in the three downtown parking structures were funded by the former Culver City Redevelopment Agency (CCRA) through a Memorandum of Understanding for Downtown Maintenance (MOU) with the Downtown Business Association (DBA). As a result of Assembly Bill 1X 26 (AB 26), this funding source has been eliminated. Concurrently, the DBA requested that parking structure maintenance be omitted from the MOU. The City has, solicited bids from contractors to ensure the continuation of cleaning and maintenance services in the downtown parking structures.

DISCUSSION:

Services to be contracted include monthly sweeping and washing of all parking structure elevator doors, lobbies and stairwells at each of the three downtown parking structures for an amount not to exceed \$800 per month, and biannual steam cleaning of parking stalls, driveways, ramps and trash compactor areas, including gum removal and restriping of parking stalls as necessitated due to cleaning services, at each of the three downtown parking structures for an amount not to exceed \$17,450 per biannual service. The proposed agreement is for an amount not to exceed \$44,500 annually.

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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.

Staff requested competitive quotations for the proposed cleaning and maintenance services and received three (3) written responses:

Firm	Price Per Service	Notes
J & G Sweeping and Maintenance	\$17,450	Includes power scrubbing and steam cleaning
Haynes Building Service	\$16,739	Gum removal and restriping not included
LCH Maintenance Services	\$21,550	

Staff recommends the City Council approve an agreement with J & G Sweeping and Maintenance because of their competitive price and broader scope of services. Staff also recommends the agreement include elevator and stairwell cleaning services for all three structures at a total additional cost of \$800 per month.

FISCAL ANALYSIS:

Sufficient funds have been appropriated in the City Council Adopted Budget for Fiscal Year 2012/2013 in Fund 481 (Economic Development Programs and Operations) to fund this contract.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an agreement with J & G Sweeping and Maintenance to provide cleaning and maintenance services in the three downtown parking structures; 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.