



City of Culver City

Staff Report

File #: 18-01400, **Version:** 1

Item #: C-6.

CC-Amendment to the Existing Professional Services Agreement with Commercial Cleaning Systems for Increased Level of Service at the Teen Center in an Additional Aggregate Amount Not-to-Exceed \$66,588.24 Over the Term of the Agreement.

Meeting Date: July 09, 2018

Contact Person/Dept: Eric Mirzaian/Public Works

Phone Number: 310-253-6444

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Commission Action Required: Yes No **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (07/03/18)

Department Approval: Charles D. Herbertson (06/15/18)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing Professional Services Agreement with Commercial Cleaning Systems (CCS) for increased level of service at the Teen Center for an additional aggregate amount not-to-exceed \$66,588.24 over the term of the agreement.

BACKGROUND/DISCUSSION

At its November 6, 2017 meeting, the City Council approved a five-year agreement with CCS for janitorial services at City facilities. The award of this agreement was done after Staff conducted a Request for Proposals (RFP) process and solicited proposals from qualified firms.

The original scope of work required five days per week janitorial services at the Teen Center. Due to the increased volume of events taking place at the Teen Center, Staff from Parks, Recreation and Community Services have determined that it is necessary to increase the frequency of janitorial services to seven days per week.

As such, CCS has provided a proposal to the City for the additional annual cost of this service level increase as follows:

2018.....	\$11,478.24*
2019.....	\$12,327.72
2020.....	\$13,294.20
2021.....	\$14,260.56
2022.....	\$15,227.52

*Seven day per week service at the Teen Center commenced in January of this year and the additional cost increase will be billed retroactively.

FISCAL ANALYSIS

The proposed increase amount for 2018 will be split in half to cover the first six months of 2018 and will be absorbed by the Public Works-Building Maintenance Division operating budget and the other half will be covered via line item adjustment by the Finance Department during the upcoming adoption of the FY 18/19 budget. Increases for the subsequent years will be adjusted during the budget preparation process.

ATTACHMENTS

1. Proposal by Commercial Cleaning Systems (via email). (Proposal includes additional monthly costs to provide increased level of service. The amounts identified in this staff report are converted to annual costs).

MOTION

That the City Council:

1. Approve an amendment to the existing Professional Services Agreement with Commercial Cleaning Systems for increased level of service at the Teen Center in additional annual amounts not-to-exceed \$11,478.24 (2018), \$12,327.72 (2019), \$13,294.20 (2020), \$14,260.56 (2021) and \$15,227.52 (2022); 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.