



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 24-595, **Version:** 1

Item #: C-11.

CC - CONSENT ITEM: (1) Approval of an Amendment to the Existing General Services Agreement with MasterCorp Commercial Services for Citywide Janitorial Services and Event Service Workers in an Additional Amount Not-to-Exceed \$810,00 for Contract Year Six (April 1, 2024 - December 31, 2024) and Increase the Hourly Rate for Event Service Workers.

Meeting Date: April 8, 2024

Contact/Dept: Gary Wansley, Public Works Dept

Phone Number: (310) 253-6444

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☒ No ☐

Public Notification: E-Mail: (04/03/2024) Meetings and Agendas - City Council

Department Approval: Yanni Demitri, Director of Public Works/City Engineer (03/27/2024)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing general services agreement with MasterCorp Commercial Services for citywide janitorial services and event service workers in an additional amount not-to-exceed \$810,000 for contract year six (April 1, 2024 - December 31, 2024) and increase the hourly rate for event service workers.

BACKGROUND/DISCUSSION

On February 11, 2019, the City Council approved a five-year general services agreement with Image Property Services (IPS) to provide citywide janitorial services for City facilities and event service workers for special events that take place at the Veteran's Memorial Auditorium and the Senior Center. On March 8, 2019, the City entered into a contract with IPS until March 31, 2024.

The contract specifies the maximum compensation amount per year for regular janitorial services and supplies and provides hourly rates per year for janitorial event service workers to be scheduled as needed for city events.

On February 19, 2020, the City Council approved an amendment to the agreement with IPS to revise

the scope of services to include additional janitorial duties, increase the maximum compensation and extend the contract term end date to December 31, 2024, to coincide with the calendar year.

On June 1, 2021, IPS was acquired by MasterCorp Commercial Services (MasterCorp). The City consented to IPS's assignment of all the benefits and burdens of the City's agreement with IPS and executed an agreement with MasterCorp. Since that time, MasterCorp has been providing City with janitorial services and event service workers for City facilities.

When the contract term was extended from March 31, 2024 to December 31, 2024, the maximum compensation specified for Year Five of the agreement was not increased to reflect the additional nine months of janitorial services and event-related work to be performed by MasterCorp. Staff is seeking to increase the maximum compensation in the contract to account for the remaining contract term. In addition, the Police Department is requesting additional janitorial services while the City recruits to fill a vacant custodian position. MasterCorp has provided a quote for the additional nine months of city-wide janitorial services as well as the additional janitorial services requested by the Police Department. Staff has reviewed the cost proposed and found it to be reasonable. Staff is recommending that the agreement with MasterCorp be amended to include compensation for Year Six (April 1 - December 31, 2024) City-Wide Janitorial Services and Supplies in a maximum amount not to exceed \$810,000 to reflect additional work to be performed through December 31, 2024 and that the hourly rate for event service workers be increased to \$27.56.

Staff is preparing to issue a request for proposals for citywide janitorial services in the summer and will return to Council to award a new five-year agreement in Fall 2024 before the City's current contract with MasterCorp expires.

FISCAL ANALYSIS

Funding for janitorial services and event service workers was included in the Adopted Budget for Fiscal Year 2023-2024 within the operating budgets of the various City departments that utilize these services and reflected in the following accounts: 10140200-619800 (Police Operating Bureaus - Other Contractual Services), 10130110-619800 (PRCS Administration - Other Contractual Services), 41460903-600100 (Public Works Building Maintenance - R&M Building), 10130300-619800 (Parks Division - Other Contractual Services), 20260410-619800 (Transfer Station Administration - Other Contractual Services), and 20370210-619800 (Transportation Operations Facilities - Other Contractual Services). The proposed amendment will result in an increased cost to the City of \$13,000 in Fiscal Year 2023-2024 and \$26,000 in Fiscal Year 2024-2025 for janitorial services. Sufficient funding is included in the Adopted Budget for Fiscal Year 2023-2024 to fund the proposed amendment. Funding for the remainder of the contract term will be included in the Proposed Budget for Fiscal Year 2024-2025.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing general services agreement with MasterCorp Commercial Services for Year 6 in an additional amount not-to-exceed \$810,000 for janitorial services and supplies and increase the hourly rate of event service workers,
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.