



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

---

**File #:** 18-0248, **Version:** 1

**Item #:** C-7.

---

**Approval of Amendment to the Existing Citywide Janitorial Services and Event Service Workers Contract with Haynes Building Service, LLC to Extend the Term by Three Months for an Additional Amount Not-to-Exceed \$164,205.**

**Meeting Date:** September 25, 2017

**Contact Person/Dept:** Eric Mirzaian/PW

**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 (09/20/17);

**Department Approval:** Charles D. Herbertson (09/12/17)

---

### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to the existing citywide janitorial services and event service worker contract with Haynes Building Service, LLC to extend the term by three months for an additional not-to-exceed \$164,205.

### **BACKGROUND/DISCUSSION**

On October 8, 2012, the City Council approved an amendment to the existing agreement to extend the term of the agreement for an additional three years (through September 30, 2015). With the City Council's approval, this amendment was executed without a formal bidding process because Haynes Building Services (HBS) was awarded the agreement in 2007 through such a process and, at that time, HBS proposed additional services that were not provided in prior years and agreed to retain current pricing. As part of this approval, the City Council also authorized an additional two-year extension to the term of the agreement (October 1, 2015 through September 30, 2017), at the discretion of the Public Works and Parks, Recreation and Community Services Directors at an agreed upon amount based on the Consumer Price Index (CPI) at the time of negotiations.

The City facilities that HBS maintains now and listed in the Request for Proposal (RFP) includes: City Hall, Public Works Maintenance Yard, Refuse Transfer Station, Police Department, Transportation, Veterans' Memorial Building, Senior Center, Teen Center, Municipal Plunge locker room, Recreation Buildings, park restrooms and downtown parking structures\*. Janitorial needs at the fire stations are addressed by City personnel. In addition to requesting janitorial services, the RFP will require Event Service Workers at City Hall, Senior Center and Veterans' Memorial Building to assist with special events, as well as, periodic window cleaning at certain facilities. The proposers will also be asked to provide supplies for each facility.

\*HBS is providing services at the City's downtown parking structures through a separate contract with ABM Building Value, the City's parking management vendor. The selected vendor through this RFP process will be required to enter into a similar agreement.

On April 17, 2017, City Council authorized the release of a RFP for services after the HBS contract expires on September 30, 2017. Staff released the RFP and received eight (8) qualifying proposals on July 20, 2017. Staff have selected the top five proposers for in-depth interviews mid-October; however, selection of the finalist and transitioning of their staff (if Haynes isn't the chosen proposer) can take 3-4 weeks, passing the September 30th term date. Therefore, staff recommends this short extension to the existing agreement to cover this interim period.

## **FISCAL ANALYSIS**

HBS has agreed via email to extend their current contract for three months (from September 30, 2017 to December 31, 2017) at an increased cost of six percent (6%). This will increase the monthly rate from \$51,637 to \$54,735, a difference of \$3,098 per month. Funding is available in the Adopted FY 2017-2018 to cover this difference.

## **ATTACHMENTS**

No attachments.

## **MOTION**

That the City Council:

1. Approve an amendment to the existing citywide janitorial services and event service worker contract with Haynes Building Service, LLC to extend the term by three months for an additional not-to-exceed \$164,205;
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.