



CITY OF LODI
COUNCIL COMMUNICATION

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AGENDA TITLE: Approve Specifications and Authorize Advertisement for Bids for Janitorial Services for City Facilities

MEETING DATE: April 21, 2010

PREPARED BY: Public Works Director

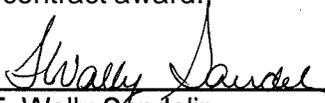
RECOMMENDED ACTION: Approve specifications and authorize advertisement for bids for janitorial services for City facilities.

BACKGROUND INFORMATION: This project consists of the janitorial specifications and contract requirements to service City facilities. Within the past five years, the City facilities have grown by a net 21,000 square feet, including the additions of the new Transit shop facility and the County Criminal Court (located in the Police Facility) and the relocation of the Finance Department. Growth and changing expectations in the quality and frequency of janitorial service indicate the need to update specifications and contract management, which requires appropriate re-bidding of the janitorial services contract. The specifications include the ability to award separate contracts for groups of facilities. In addition, the bid will allow selection of service levels, if needed to reduce the total cost. This format will allow the City to pursue the highest quality work at the most reasonable cost. A notable change made to the specification and contract is the inclusion of all supplies and materials that had, in past years, been provided by the City. The Public Works Facilities Services Division oversees the janitorial contract(s) for the City.

The specifications are on file in the Public Works Department, and the planned bid opening date is May 19, 2010.

FISCAL IMPACT: The fiscal impact will depend upon the results of the bids, but flexibility in awarding multiple contracts will enable the City to obtain the services for the most reasonable price.

FUNDING AVAILABLE: The cost of janitorial services is estimated to be \$200,000 per year and is to be included in the FY 2010/11 operations budgets for the Community Center, Electric Utility, Fire, Police, Parks and Recreation, Library, and Public Works Departments. Additional appropriation of funds, if needed, will be made at contract award.


 F. Wally Sandelin
 Public Works Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager
 FWS/DJC/pmf

cc: Purchasing Division
 Interim Parks & Recreation Director
 Facilities Supervisor

Community Center Director
 Interim Electric Utility Director

Library Services Director
 Transportation Manager

APPROVED: 
 Blair King, City Manager