



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Renewal of Contract for Janitorial Services for City Facilities

MEETING DATE: June 3, 1992

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution renewing the janitorial contract for various City facilities to Korean Building Maintenance for \$100,000.00.

BACKGROUND INFORMATION: Janitorial duties in the Public Safety Building, Carnegie Forum, Municipal Service Center, City Hall, Hutchins Street Square, and Parks and Recreation offices are carried out by a contract janitorial service. Korean Building Maintenance has maintained a portion of these facilities since July 1, 1984. Additional square footage and janitorial responsibilities have been added over the years as City facilities have expanded and been remodeled.

On June 5, 1991, in order that other commercial cleaning firms be able to be considered, the City Council approved updated specifications and authorized advertising for bids. Bids were opened on June 18, 1991 and four bids were received.

Korean Building Maintenance was the low bidder at \$5,950.00 per month, or \$70,000.00 per year. The second low bidder was Robert's Building Maintenance at \$9,815.68 per month, or \$117,788.16 per year. The difference between these two bidders was almost \$48,000.00 per year.

Korean Building Maintenance has proposed to contract janitorial services for the 1992/93 fiscal year at \$100,000.00. Although that appears to be a large increase (15%), it is only slightly over what we paid for the same janitorial services in 1990/91 (at \$86,700) because it now includes additional square footage and cleaning requirements at Hutchins Street Square, the Parks and Recreation administration building, trailer, and annex, and adds White Slough to the list of facilities maintained.

Primarily, the cleaning responsibilities have remained the same as in previous years, but these few additions/changes should be approved as an addendum to the contract:

- A) Parks and Recreation offices and annex shall be cleaned three times per week, with the tile areas mopped weekly, waxed bimonthly, and windows washed quarterly.
- B) Bins at Hutchins Street Square and Parks and Recreation facilities, containing paper for recycling, must be emptied as required.

APPROVED: _____

Thomas A. Peterson

THOMAS A. PETERSON

recycled paper

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- C) Janitorial services for the White Slough Administrative/Control Building have been added at \$600.00 per month, or \$7,200.00 per year. Duties shall be the same as specified for Municipal Service Center (Sections 5.4-5 and 5.4-6).
- D) The Animal Shelter office area shall be cleaned twice per week per Section 5.4-6.
- E) At Hutchin Street Square, the Kitchen and North Hall must be serviced six days per week.

Because the proposed annual cost for janitorial services is still significantly under last year's second low bid (by approximately \$18,000.00), it is recommended the Council renew the contract with Korean Building Maintenance rather than rebid at this time.

Funds to finance the contract are included by various departments in the 1992/93 operating budget.

FUNDING:	10.0-351.01-335	\$45,675
	16.0-601.01-335	6,035
	17.0-401.01-335	1,145
	18.0-451.01-335	1,145
	17.0-403.01-335	7,200
	10.0-101.01-335	10,200
	120.0-752.05-335	28,600

DJ ← 
Jack L. Ronsko
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DJC/lm

Attachment

cc: City Attorney
Parks and Recreation Director
Community Center Director
Building and Equipment Maintenance Superintendent

RESOLUTION NO. 92-101

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE CONTRACT FOR JANITORIAL SERVICES
FOR CITY FACILITIES

WHEREAS, janitorial duties in the Public Safety Building, Carnegie Forum, Municipal Service Center, City Hall, Hutchins Street Square, and Parka and Recreation offices are carried out by a contract janitorial service and Korean Building Maintenance has maintained a portion of these facilities since July 1, 1984, and additional square footage and janitorial responsibilities have been added over the years as City facilities have expanded and been remodeled: and

WHEREAS, Korean Building Maintenance has proposed to contract janitorial services for the 1992/93 fiscal year for an amount of \$100,000 which now also includes additional square footage and cleaning requirements at various facilities including Hutchins Street Square, the Parks and Recreation administration building, trailer, and annex, and adds White Slough to the list of facilities maintained; and

WHEREAS, Lodi Municipal Code Section 3.20.070 provides that bidding may be dispensed of when the City Council determines that the method of purchase would be in the best interests of the City; and

WHEREAS, the proposed annual cost for janitorial services is still significantly under the 1991-92 fiscal year's second low bid of \$117,788.16;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that award of contract for janitorial services for City facilities be and the same is hereby awarded to Korean Professional Building Maintenance in the amount \$100,000.00 for the period beginning July 1, 1992 and ending June 30, 1993.

Dated: June 3, 1992

Resolution No. 92-101

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I hereby certify that Resolution No. 92-101 was passed and adopted by the City Council of the City of Lodi in an adjourned regular meeting held June 3, 1992 by the following vote:

Ayes: Council Members • Hinchman, Pennino, Sieglock, and
Pinkerton (Mayor)

Noes: Council Members •

None

Absent: Council Members •
snider

Alice M. Reimche
Alice M. Reimche
City Clerk

92-101

ADDENDUM TO CONTRACT FOR JANITORIAL SERVICES

BY KOREAN PROFESSIONAL BUILDING MAINTENANCE

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RECITALS

1. The parties hereto, City of Lodi ("City") and Korean Professional Building Maintenance ("Contractor") have previously entered into a Contract for janitorial services dated July 1, 1984, which agreement has been modified from time to time.
2. City and Contractor are desirous of renewing said agreement for a period of one year, from and after July 1, 1992 through June 30, 1993.
3. Said extension has been authorized by the adoption of Resolution No. 92-101 by the Lodi City Council at its June 3, 1992 meeting.
4. As payment for services hereunder, City shall pay Contractor \$100,000 for the 12-month term of this agreement, payable on the same terms and in the same manner as specified in previous agreements.
5. City and Contractor now desire to modify such contract to include the following janitorial responsibilities to the contract:

NOW, THEREFORE, it is agreed between City and Contractor as follows:

- A) Parks and Recreation offices and annex shall be cleaned three times per week, with the tile areas mopped weekly, waxed bimonthly, and windows washed quarterly.
- B) Bins at Hutchins Street Square and Parks and Recreation facilities, containing paper for recycling, must be emptied as required.
- C) Janitorial services for the white Slough Administrative/Control Building have been added at \$600.00 per month, which amount is included in the \$100,000 total payment. Duties shall be the same as specified for Municipal Service Center (Sections 5.4-5 and 5.4-6).

- D) The Animal Shelter office area shall be cleaned twice per week per Section 5.4-6.
- E) At Hutchins Street Square, the Kitchen and North Hall must be serviced six days per week.

6. DURATION.

This Addendum shall be concurrent with and shall expire at the same time as the renewed contract executed between the parties hereto.

7. OTHER TERMS.

All other terms stated in the original contract and amendments thereto between the parties hereto shall remain in full force and effect. This Addendum is intended to modify the original contract and amendments thereto only to the extent that it includes the contract renewal and sets forth the additional janitorial services as agreed to by the parties hereto.

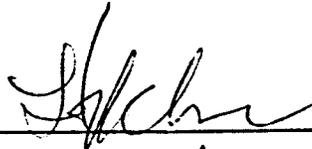
CITY OF LODI, a municipal corporation

KOREAN PROFESSIONAL BUILDING MAINTENANCE



THOMAS A. PETERSON
City Manager

By

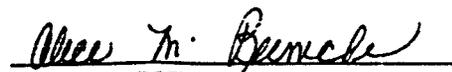


Dated: 6/5/92

Dated.

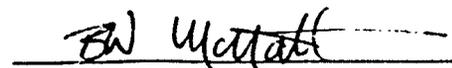
6/4/92

ATTEST:



ALICE M. REIMCHE
City Clerk

Approved As To Form:



BOBBY W. McNATT
City Attorney

AGRKOREA/TXTA.01V