



# City Council Report

**Date:** May 6, 2024  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Dollar Limit Increase to the Term Contract for Custodial Services - Zone 5 for the Parks, Recreation and Community Facilities Department (**Citywide**)

## Recommendation

Council is requested to approve the contract amendment as recommended.

The Parks, Recreation and Community Facilities (PRCF) Department and Procurement Services recommend increasing the dollar limit with Varsity Contractor's Inc. dba Varsity Facility Services, a KBS Company by \$33,010.74 from \$1,323,766.71 to \$1,356,777.45 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

## Background / Discussion

This service contract is essential in providing custodial services to City facilities. In January 2020, the City moved from a single citywide contract for custodial services to three (3) separate contracts for Zones 5, 6, and 7.

This increase is needed to add services to Zone 5 for the Economic Development building at 120 North Center Street.

## Purchase Information

Action: Amendment  
Procurement Type: Request for Proposals  
Contract Number: 2020088  
Initial Contract Term: Three years  
Possible Renewals: None  
Funding Source: Parks, Recreation and Community Facilities Department – Facilities Maintenance operating budget

## Dollar Limit History- Zone 5

Original Council Award Amount - 1/13/2020:	\$1,096,000.00
Administrative Increase - 10/15/2020:	\$9,856.97
Council Dollar-Limit Increase (for Year 3): 6/20/2022:	<u>\$69,006.70</u>
New Contract Amount (through 2/28/2023):	\$1,174,863.67

Renewal Amount (for Years 4 & 5) - 2/27/2023:	\$1,239,250.00
Administrative Increase - 11/6/2023	<u>\$47,359.69</u>
New Contract Amount (for Years 4 & 5)	\$1,286,609.69
Administrative Increase - 2/28/2024	<u>\$37,157.02</u>
New Contract Amount (for Year 5)	\$1,323,766.71
<b>This Increase Request</b>	<b><u>\$33,010.74</u></b>
New Contract Amount (for Year 5)	\$1,356,777.45