



City Council Report

Date: January 23, 2023
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 6 for the Parks, Recreation and Community Facilities Department (PRCF) (Citywide)

Recommendation

Council is requested to approve the contract amendment as recommended.

The Parks, Recreation and Community Facilities Department, and Purchasing recommend increasing the dollar limit with Varsity Contractors, Inc., dba Varsity Facility Services, A KBS Company, Year 3 by \$50,615.67, from \$1,226,078.89 to \$1,276,694.56 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

On 1/13/2020, City Council approved the Three-Year Term Contract with Two Years of Renewal Options for Custodial Services - Zones 5, 6, and 7 for the Parks. The City is in Year 3 of the term contract.

PRCF is requesting to add contracted custodial services for the “The Studios” building. Custodial services/tasks include basic cleaning, clean and buffing, RR detail, carpet extraction, strip and wax, and top scrub at specific intervals. The dollar limit increase of \$50,615.67 (includes 20% contingency) is needed for these additional custodial services in Zone 6.

Purchase Information

Action: Amendment (Zone 6)
Procurement Type: Request for Proposals
Contract Number: 2020089
Initial Contract Term: Three years
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval
Funding Source: Parks, Recreation and Community Facilities Department – Facilities Maintenance operating budget

Dollar Limit History

Original Council Award for Years 1, 2, and 3 (Zone 6) – 1/13/2020:	\$1,169,000.00
Administrative Decrease 9/1/2020	(\$15,037.17)
Council approved Dollar-Limit Increase (Year 3) – 6/20/2022:	<u>\$72,116.06</u>
Current Contract Amount (Year 3 through 2/28/2023):	\$1,226,078.89
This Dollar-Limit Increase – 1/23/2023:	<u>\$50,615.67</u>
New Contract Amount (Year 3 thru 2/28/2023):	<u>\$1,276,694.56</u>
Annual Renewal Contract Amount (Years 4 and 5) Unchanged upon Administrative review and approval:	<u>\$1,276,694.56</u>