

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute the 2011 Janitorial Services with Allbright Floor Care (dba Pro Team Janitorial) for City Facilities in the amount of <b>\$191,674.33</b>
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Mark Relph, Public Works Director Jesus Sanchez, Operations Manager

**PROBLEM/ISSUE STATEMENT:** Staff is requesting City Council to authorize the City Manager to execute a professional services contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$191,674.33 to perform janitorial services for the City of Shoreline facilities. Allbright Floor Care has been performing janitorial services for Shoreline facilities including the new City Hall.

**ANALYSIS:** Allbright Floor Care was selected from a Request for Proposal (RFP) process that was completed in 2009. On November 6, 2009, staff received eight proposals from interested janitorial firms. An evaluation panel consisting of Public Works and Parks staff was formed to review the proposals based on the following criteria:

- **Cost – 45%.** This criterion included pricing for identified facilities along with emergency call out pricing.
- **Capability, Qualification and References – 30%.** This included company history, personnel resumes, organizational chart, ratio of field supervisors to workers, references, etc.
- **Action Plan – 25%.** This criterion included integrating employees into the company, list of chemicals and supplies, equipment, quality assurance program, tracking and investigating complaints and the resolution process, etc.

Allbright Floor Care provides janitorial services for the following City facilities:

- Shoreline City Hall
- Shoreline Police Station
- East and Westside Police Storefronts
- Shoreline Pool Facility
- Spartan Gym Facility
- Richmond Highland Recreation Center
- Shoreline Park Restrooms

As part of their contract, Allbright Floor Care provides products and supplies that meet Green Seal environmental standards and LEED certification standards. These products are used in disinfectants, wax strippers, floor finishes and acid bowl cleaners.

**FINANCIAL IMPACT:** In the 2010 Fiscal Year, Allbright Floor Care's professional services contract totaled \$178,374.00. For 2011, they requested an increase of \$13,300.33 to provide for increases in labor and supplies. Their new proposed 2011 contract amount is not to exceed **\$191,674.33**. This amount has been included in the proposed 2011 budget.

When the janitorial services contract commenced on January 1, 2010, the janitorial prevailing rate was \$17.48 per hour. In September 2010, the wage rate increased to \$17.98 per hour, therefore increasing the prevailing wage rate by \$0.50 per hour. Allbright has also experienced an increase in paper costs commencing in 2011 due to the cost and demand for paper supply products. The following is a summary by category of facilities:

Facilities	2010 Contract Amount	Proposed 2011 Increase	Total Proposed 2011 Contract Amount
City Hall	\$43,604.28	\$2,786.22	\$46,390.50
Shoreline Police Station & Storefronts	\$13,766.04	\$1,149.13	\$14,915.17
Shoreline Pool	\$18,396.00	2,627.36	\$21,023.36
Richmond Highlands & Spartan Gym	\$51,183.00	\$4,347.78	\$55,530.78
Park Restrooms	\$51,424.68	\$2,389.84	\$53,814.52
<b>Total</b>	<b>\$178,374.00</b>	<b>\$13,300.33</b>	<b>\$191,674.33</b>

The new contract would provide for janitorial service commencing on January 1, 2011 and terminating on December 31, 2011. The City shall also have options to extend the contract for three additional one year terms, which may be exercised by providing written notice to the Contractor 60 days before the end of the calendar year. The City retains the sole option to renew the contract for an additional term. For any option term exercised by the City, any price adjustment shall be determined as follows:


Prevailing Wage Adjustments: The contract shall be updated to reflect the appropriate L&I prevailing wage rates that are in effect at the time of the contract extension.

Equipment, materials and supplies: Within 10 working days of an option term exercised by the City the contractor may request a price adjustment for pass through costs related to special or unanticipated market conditions. The contractor must provide written proof of the requested pass through cost increases.

Any increase in contract amount for wages, equipment, materials and supplies shall not exceed the percentage annual increase in the June Seattle-Bremerton All Urban Consumer Price Index and in no case will exceed 3.5%.

### RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a janitorial services contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$191,674.33 and allow for an option to negotiate for three additional one year terms of janitorial service upon satisfactory service performance.

Approved By:      City Manager  City Attorney \_\_\_\_\_

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