

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute the 2013 Janitorial Services Contract with Allbright Floor Car (dba Pro Team Janitorial) for City Facilities in the amount of \$197,460
DEPARTMENT:	Public Works Department
PRESENTED BY:	Jesus Sanchez, Operations Manager Phil Ramon, Fleet, Facilities and Property Management Supervisor
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

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 \$197,460 to perform janitorial services in 2013 at identified City of Shoreline facilities. Allbright Floor Care was selected from a Request for Proposal (RFP) process that was completed in 2009.

RESOURCE/FINANCIAL IMPACT: In the proposed 2013 Operating Budget, Allbright Floor Care's professional services contract totals \$197,460. For 2013, Allbright Floor Care is proposing an increase of \$4,386 (2.3%) to the janitorial services contract, which is included in the proposed budget. The increase includes janitorial prevailing wage rate increases set by the Washington State Department of Labor and Industries. The proposed budget for janitorial services including any increases is subject to City Council approval of the 2013 Operating Budget. In addition, if the City decides to relocate the Eastside and Westside Police Storefront services to the Shoreline City Hall, the janitorial contract may decrease by approximately \$2,000.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a 2013 Janitorial Services Contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$197,460.

Approved By: City Manager **JU** City Attorney **IS**

INTRODUCTION

The Facilities Division oversees the management of janitorial services for all City facilities. The City contracts with private companies to perform janitorial services and these companies are selected in accordance with the City's purchasing policies. Staff is requesting the City Council to authorize the City Manager to execute a professional services contract with Allbright Floor Care (dba Pro Team Janitorial) to perform janitorial services at identified City of Shoreline facilities in 2013.

BACKGROUND

Allbright Floor Care was selected from a Request for Proposal (RFP) process that was completed in 2009. On December 13, 2010, City Council approved the option to extend the janitorial services contract with Pro Team Janitorial for three additional one-year terms. These facilities also include the east and westside Police Storefronts. If it is decided to relocate these services to the Shoreline City Hall, the annual cleaning amount from the leased facilities would be reduced from the contract. If approved, 2013 would be the second year for Allbright to perform janitorial services for the following facilities:

- Shoreline City Hall
- Shoreline Police Station
- East and Westside Police Storefronts
- Shoreline Pool
- Spartan Gym
- Richmond Highlands Recreation Center
- All City Parks Restrooms

Staff is recommending exercising an additional year of janitorial service with Allbright Floor Care. The following provides a summary of considerations:

- Allbright Floor Care uses green janitorial products to clean all City facilities.
- They are proposing labor rate increase totaling \$4,386 (2.3%) and no increase for paper products for 2013.
- Allbright Floor Care is prompt to respond to any janitorial concerns that may arise, and overall has provided satisfactory level of service.

COUNCIL GOAL(S) ADDRESSED

The janitorial services contract supports the ***Council Goal No. 2: Improve Shoreline's utility, transportation, and environmental infrastructure*** by maintaining City facilities with the use of green cleaning products.

RESOURCE/FINANCIAL IMPACT

In the proposed 2013 Operating Budget, Allbright Floor Care's professional services contract totals \$197,460. Allbright Floor Care is proposing an increase of \$4,386 which is included in the following proposed budget summary.

Facilities	2012 Contract Amount	Proposed 2013 Increase	Total Proposed 2013 Contract Amount
Shoreline City Hall	\$47,791	\$1,087	\$48,878
Shoreline Police Station & Storefronts *	\$14,915	\$339	\$15,254
Shoreline Pool	\$21,023	\$477	\$21,500
Richmond Highlands & Spartan Gym	\$55,531	\$1,261	\$56,792
Park Restrooms	\$53,815	\$1,222	\$55,037
Total	\$193,074	\$4,386	\$197,460

**2013 Budget Amounts for the east and westside Police Storefronts may be reduced if these services are relocated within the Shoreline City Hall.*

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a 2013 Janitorial Services Contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$197,460.