

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute the 2014 Janitorial Services Contract with Allbright Floor Care (dba Pro Team Janitorial) for City Facilities in the Amount of \$195,473
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Cheryl Ooka, Central Services Manager Phil Ramon, Management Analyst
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 that the City Council authorize the City Manager to execute a professional services contract with Allbright Floor Care (doing business as Pro Team Janitorial) in the amount of \$195,473 to perform janitorial services in 2014 at identified City of Shoreline facilities. Allbright Floor Care was selected from a Request for Proposal (RFP) process that was completed in 2009. With the approval of the 2014 contract, Allbright Floor Care will enter the final term of their janitorial services contract. In accordance with purchasing requirements, in 2014, Central Services staff will begin the solicitation process for a new janitorial services contract to begin in 2015.

RESOURCE/FINANCIAL IMPACT:

In the proposed 2014 Operating Budget, Allbright Floor Care professional services contract totals \$195,473. This amount has been reduced by \$1,988 from the 2013 Janitorial Services Contract due to the consolidation of the Police Westside and Eastside Storefronts into City Hall.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a 2014 Janitorial Services Contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$195,473.

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

INTRODUCTION

The Central Services Division oversees the management of Janitorial services for all City facilities. The City has historically contracted with private companies to perform janitorial services. These companies are selected in accordance with the City's purchasing policies. In accordance with these purchasing requirements, in 2014, Central Services staff will begin the solicitation process for a new janitorial services contract to begin in 2015.

BACKGROUND

Allbright Floor Care was selected from an RFP process that was completed in 2009. With the approval of the 2014 contract, Allbright Floor Care will enter the final term of their janitorial services contract. Staff is requesting that the City Council authorize the City Manager to execute the final year of the professional services contract with Allbright Floor Care (dba Pro Team Janitorial) to perform janitorial services at identified City of Shoreline facilities in 2014. These facilities include:

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

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 2014 Operating Budget, the Allbright Floor Care professional services contract totals \$195,473. The 2014 Contract amount has been reduced by \$1,988 due to the consolidation of the Westside and Eastside Police Storefronts into City Hall. The following table provides a summary of the contract costs, by facility, for 2013 and 2014:

Facilities	2013 Contract Amount	2014 Proposed Amount
Shoreline City Hall	\$48,878	\$48,878
Shoreline Police Station	\$15,254	\$13,266
Shoreline Pool	\$21,501	\$21,501
Richmond Highlands & Spartan Gym	\$56,791	\$56,791
Park Restrooms	\$55,037	\$55,037
Total	\$197,461	\$195,473

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a 2014 Janitorial Services Contract with Allbright Floor Care (dba Pro Team Janitorial) in the amount of \$195,473.