

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Increase the Janitorial Services Contracts with Varsity Facilities Services in the Amount of \$63,097 to Clean Shoreline City Hall Including the Police Station Addition
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
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:

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 provides janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 provides janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. With the future relocation of Police Services to Shoreline City Hall in 2018, staff is requesting City Council approval to authorize the City Manager to increase the VFS janitorial services contract by \$63,097 to clean Shoreline City Hall, including the Police Station addition. This proposed contract change would be budget neutral, as this amount of funding would be transferred from the CWM to the VFS janitorial contract.

RESOURCE/FINANCIAL IMPACT:

The contract changes identified in this staff report would be budget neutral resulting only in the redistribution of contract values between the VFS and CWM contracts. With the delivery of janitorial services that would transfer Shoreline City Hall to VFS, their contract would increase by \$63,097 resulting in a total contract increase from \$117,534 to \$180,631. The contract with CWM would decrease by the same amount resulting in a contract reduction from \$166,359 to \$103,262. Both VFS and CWM are mutually agreeable to this change in their scope of services, which would become effective January 1, 2018. All other terms and conditions associated with the contracts for VFS and CEM would remain the same.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to increase the janitorial services contract (Contract No. 8658) with Varsity Facility Services in the amount of \$63,097 to clean Shoreline City Hall including the Police Station Addition.

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

BACKGROUND

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals (RFP) process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 (Contract No. 8658) provides janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. In addition, the VFS contract provides all consumable products, supplies and specialty cleaning. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 (Contract No. 8599) provides janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. With the future relocation of Police Services to Shoreline City Hall in 2018, staff evaluated the janitorial service needed with VFS and CWM to streamline and develop efficient and cost-effective delivery of services.

DISCUSSION

Staff is recommending that Shoreline City Hall, including the new Police Station addition, be cleaned by VFS rather than CWM. Both VFS and CWM have been providing satisfactory cleaning services. The following provides a summary of benefits for the change:

- VFS has demonstrated that they have the personnel, equipment and experience to clean City facilities for the City of Shoreline. This is essential as all City Hall floors in the near future will be fully occupied with City and Police staff.
- VFS presently cleans the Shoreline Police Station. With the relocation of Police Services to the remodeled City Hall, VFS would expand their current delivery of janitorial services to include the entire City Hall facility including the new Police addition and the newly remodeled space on the 3rd Floor.
- VFS has agreed to clean the entire City Hall facility at the same price of \$63,097.
- As the existing Police Station and the new Police Station addition are similar in size, the cost of \$9,732 would remain the same. The existing Police Station is approximately 5,480 square feet while the new Police Station addition is approximately 5,588 square feet.
- VFS also presently provides consumable products and supplies for all facilities cleaned by VFS and CWM. By transferring the City Hall facility into the VFS scope of work, tracking and ordering janitorial products would improve delivery of products and supplies needed for City and Police staff.

RESOURCE/FINANCIAL IMPACT

The contract changes identified in this staff report would be budget neutral, resulting only in the redistribution of contract values between the VFS and CWM contracts. The 2017 Janitorial Services Budget totals \$283,893. With the amendment of janitorial services that would transfer Shoreline City Hall to VFS, their contract (Contract No. 8658) would increase by \$63,097 resulting in a contract increase from \$117,534 to \$180,631. The table below provides a summary of facilities and services that VFS would be providing in their contract.

Facility	VFS
Shoreline Police 1 st Floor of City Hall and New Addition Including Jails	\$9,732
Shoreline Swimming Pool	\$42,144
Richmond Highlands Recreation Center	\$14,976
Specialty Cleaning (Various Facilities)	\$26,981
All Consumables (Cleaning Products & Supplies)	\$23,700
Current VFS Contract	\$117,534
Addition of Shoreline City Hall including 3 rd Floor Office Space	\$63,097
Revised Total VFS Contract	\$180,631

The contract with CWM (Contract No. 8599) would decrease by the amount of \$63,097 resulting in a contract reduction from \$166,359 to \$103,262. The table below provides a summary of facilities that CWM would be responsible for cleaning in their contract. Both VFS and CWM are agreeable to this change in their scope of services which would become effective January 1, 2018.

Facility	CWM
Shoreline City Hall	\$63,097
Spartan Recreation Center	\$50,478
14 Park Restrooms:	\$52,784
1. Echo Lake Park	
2. Hillwood Park	
3. Kayu Kayu Ac Park	
4. Upper Hamlin Park	
5. Lower Hamlin Park	
6. Upper Shoreview Park	
7. Lower Shoreview Park	
8. Paramount Park	
9. Upper Richmond Beach Saltwater Park	
10. Lower Richmond Beach Saltwater Park	
11. Richmond Highlands Park	
12. Shoreline Park	
13. Twin Ponds Park	
14. Cromwell Park	
Current CWM Contract	\$166,359
Shoreline City Hall (Transfer to the VFS Janitorial Services Contract)	-\$63,097
Revised Total CWM Contract	\$103,262

RECOMMENDATION

Staff recommends that Council authorize the City Manager to increase the janitorial services contract (Contract No. 8658) with Varsity Facility Services in the amount of \$63,097 to clean Shoreline City Hall including the Police Station Addition.