

**Council Meeting Date:** December 10, 2001

**Agenda Item:** 7(g)

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

**AGENDA TITLE:** Authorize the City Manager to Execute A Contract with Red Carpet Building Maintenance For an Amount Not To Exceed \$137,515  
**DEPARTMENT:** Public Works  
**PRESENTED BY:** Arthur E. Maronek, Public Works Director

**PROBLEM/ISSUE STATEMENT:** Our current contract with Red Carpet Building Maintenance for janitorial services expires on December 31, 2001. Under the contract's provisions, the City Manager is authorized to extend this contract for the calendar year 2002 if the contract amount is within 110% of the original contract amount. Because of new service level requirements and service cost increases based upon the Consumer Price Index (CPI), the new contract amount exceeds the 10% threshold and requires Council approval.

**ALTERNATIVES ANALYZED:** There are two viable alternatives to providing janitorial services for the City:

- 1) Extend the existing contract according to its provisions (Recommended), or
- 2) Open the janitorial services contract to bid.

**FINANCIAL IMPACT:** The proposed contract amount is \$137,515. This increase due, for the most part, to an increased scope of work to serve facilities that have been added and those upgraded by the City's 2001 capital program was anticipated. The proposed 2002 Public Works General Fund Budget includes sufficient funding to pay for this contract and any change orders up to 10% of the new contract amount.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract for 2002 janitorial services with Red Carpet Building Maintenance for an amount not exceed \$137,515. Staff also recommends the Council authorize the City Manager to sign any change orders that do not exceed a total of 10% of the contract amount.

Approved By:

City Manager

City Attorney



## **INTRODUCTION**

The City of Shoreline has contracted for janitorial services of its owned and leased facilities since incorporation. We currently have a contract with Red Carpet Building Maintenance that expires on December 31, 2001. The contract provides an option for the City to extend the contract through the end of 2002, contingent upon satisfactory performance. Staff recommends extending the current contract through December 31, 2002.

## **BACKGROUND**

On February 28, 2000 the Council authorized the City Manager to:

- 1) Execute a contract with Red Carpet Building Maintenance in the amount of \$76,777 for 9 months of calendar year 2000 (3/31/00-12/31/00)
- 2) Sign any change orders that do not exceed a total of 10% of the contract amount; and
- 3) Exercise two one-year extensions to the contract upon satisfactory performance.

The first one-year extension expires on December 31, 2001 and the City of Shoreline needs janitorial services to maintain its owned and leased facilities. The Council authorized the City Manager to sign a contract extension for the calendar year 2002, but, because of new cleaning requirements and CPI increases, the new contract amount exceeds the 10% threshold authorized by Council.

The increase in the contract amount is a result of the following service level changes, which total \$31,254, and a CPI service rate adjustment of \$4,009 (3%):

- Addition of Suite 109 for Engineering (\$3,228)
- Addition of Aldercrest Annex for Parks (\$3,000)
- Addition of two Shoreview Park Restrooms for Parks (\$8,616)
- Addition of one new Paramount Park Restroom for Parks (\$4,308)
- Additional 2 months service for Parks Restrooms at Richmond Highlands, Echo Lake, and Hillwood (\$2,036)
- Additional 3 months service for Parks Restrooms at Twin Ponds, Hamlin, Shoreline, and Richmond Beach (\$4,304)
- Additional 5 months service for Parks Restrooms at Hamlin and Richmond Beach (\$3,590)
- Additional cost of ADA Restroom at Richmond Highlands Rec Center for Parks (\$456)
- Additional cost at Shoreline Pool for Parks (\$1,716)

## **ALTERNATIVES ANALYSIS**

### **Alternate 1-Extend the existing contract according to its provisions:**

The contract provisions, with the Council's approval in 1999, authorize the City Manager to extend the current contract for one-year, through December 31, 2002.

This extension provision is based upon satisfactory performance, which the Public Works Department has deemed appropriate. Public Works staff's assessment of Red Carpet's performance is very good. Red Carpet has performed well at all the elements of the scope of work, has quickly adjusted to requested changes in service levels, and responded to emergency situations in a timely manner. Their familiarity with the City's facilities and specific needs is crucial to continuance of quality janitorial services.

### **Alternate 2-Open the Janitorial Services Contract to Bid:**

To facilitate a fair and timely open bid process (advertising, Request For Proposals, evaluating bids, interviewing the most responsive bidders, checking references, recommending award to the Council, awarding and signing the contract) takes 3-5 months. Some form of interim janitorial services would need to be acquired during this period. Staff's workplan does include the submission of this service to a competitive bid in 2002 for service beginning in 2003. Staff plans to open bids in the 3<sup>rd</sup> Quarter of 2002 for a new janitorial contract that will be effective January 1, 2003.

## **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract for 2002 janitorial services with Red Carpet Building Maintenance for an amount not to exceed \$137,515. Staff also recommends the Council authorize the City Manager to sign any change orders that do not exceed a total of 10% of the contract amount.