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**Title:** Staff Report for a City of San Leandro City Council Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services for \$709,674.60 Plus an Amount Not to Exceed \$18,652.20 for Additional Unscheduled Services for Fiscal Year 2019-2020 and to Approve an Appropriation of \$50,781 from the Building Maintenance Fund Unrestricted Fund Balance

**Sponsors:** Debbie Pollart

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Staff Report for a City of San Leandro City Council Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services for \$709,674.60 Plus an Amount Not to Exceed \$18,652.20 for Additional Unscheduled Services for Fiscal Year 2019-2020 and to Approve an Appropriation of \$50,781 from the Building Maintenance Fund Unrestricted Fund Balance

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City of San Leandro City Council approve and authorize the City Manager to execute Amendment No. 1 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. and to approve an appropriation of \$50,781 from the Building Maintenance Fund (fund 687) unrestricted fund balance to 687-18-001-5350.

**BACKGROUND**

On February 25, 2014, the Public Works Department issued a Request for Proposals (RFP 53282) for citywide janitorial services. Nine firms submitted proposals deemed responsive to the RFP. The nine proposals were ranked by points awarded for the following criteria: adherence to requirements of the RFP (10 points); qualifications, technical competency and similar experience (20 points); total cost proposal for monthly service (25 points); completeness of an operations plan (25 points); references from other local agencies (10 points); and the company’s financial condition (10 points). Total scores varied from a low of 49.4 to a high of 81 points out of 100. Flagship Facility Services, Inc. a San Jose-based company was the firm with the highest score. The initial contract term expired June 30, 2015 and included provisions for annual extensions and price adjustments.

## **Analysis**

If authorized, the City will extend the contract for one additional fiscal year. The contract will be increased by 16% to \$59,139.55 per month for a total of \$709,674.60 per year. The contract also includes an additional amount not to exceed \$18,652.20 for services that are provided as needed, such as floor waxing and exterior window washing. Additional services, caused the contract amount to increase by approximately \$100,000 compared to the expected cost of \$610,391.33 in FY 2018-19.

The contract services encompass 18 locations, including the City Hall complex, Public Works facilities, all libraries, the Senior Community Center, the Marina Community Center, Parks and Recreation buildings, San Leandro Family Aquatic Center, and the Boys and Girls Club (while in operation). Services also include commercial kitchen cleaning, compost collection, and monthly upholstered chair cleaning and sanitization.

## **Previous Actions**

- Resolution 2017-154 authorizing the City Manager to execute a Non-Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services from November 6, 2017 through June 30, 2019 for not-to exceed amounts of \$589,750.08 for 2017-18 and \$610,391.33 for 2018-19.

## **Fiscal Impacts**

The amendment to the agreement will cost the City a total of \$709,674.60 plus an additional \$18,652.20 for fiscal year 2019-20, which required increasing the budget by \$50,781. The amendment will be funded by a City Council approved appropriation from unrestricted fund balance from the Building Maintenance Fund 687.

## **Budget Authority**

The agreement is for \$709,674.60 plus \$18,652.20 for fiscal year 2019-20 and will be charged to account 687-18-001-5350 (Building Maintenance Fund). Janitorial Services are currently budgeted at \$677,546 for fiscal year 2019-20. The contract requires additional funding and requests City Council to approve an appropriation of \$50,781 from the Building Maintenance Fund unrestricted fund balance.

## **ATTACHMENT(S)**

- Attached to Resolution:
  - Amendment No. 1 to Non-Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services

**PREPARED BY:** Jennifer Auletta, Deputy Public Works Director