



Legislation Text

File #: 23-284, **Version:** 1

Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 5 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. For Citywide Janitorial Services for an Amount Not to Exceed \$642,155.58 plus \$25,384.70 for Additional Unscheduled Services for nine months of Fiscal Year 2023-2024

COUNCIL PRIORITY

- Infrastructure

SUMMARY

The City has a Non-Professional Service Agreement with Flagship Facility Services, Inc. to provide janitorial services in City Facilities. The proposed amendment for a contract extension will provide additional time for staff to issue a comprehensive RFP for services with a new contract start date no later than April 1, 2024.

RECOMMENDATION

Staff recommends that the City Council approve and authorize the City Manager to execute an amendment to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for janitorial services at City facilities, for nine months of Fiscal Year 2023-2024.

BACKGROUND

Flagship Facility Services, Inc. has provided janitorial services at City facilities since 2014. The contract services encompass 19 locations, including the City Hall complex, Public Works facilities, all libraries, the Senior Community Center, the Marina Community Center, Parks and Recreation buildings, and pools. Services also include commercial kitchen cleaning, management of organics in kitchen facilities, and monthly upholstered chair cleaning and sanitization at specified facilities. Additional unscheduled services include floor cleaning, buffing, waxing, window cleaning, and dusting of the library stacks at library facilities.

Analysis

If authorized, the City will extend the contract for nine months starting on July 1, 2023. The monthly price of \$71,360.52 includes a Consumer Price Index adjustment of 4.9%. The contract also includes an additional amount not to exceed \$25,384.70 for floor and window cleaning services that are provided as needed. The complete pricing structure is included in the amendment as Exhibit B.

The extension of the contract will allow staff time to prepare and initiate a comprehensive RFP to procure janitorial services, which has been delayed due to the pandemic and staffing issues. Staff intends to issue the RFP this Fall and request Council approval of a new agreement by December 2023. The City has the option to cancel this agreement in advance of April 1, 2024 should a new

agreement be in place.

Previous Actions

- Resolution No. 2014-069 authorizing the City Manager to Execute A Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services
- Resolution No. 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
- Resolution No. 2019-149 authorizing the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services
- Resolution No. 2020-095 authorizing the City Manager to Execute Amendment No. 2 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services
- Resolution No. 2021-116. authorizing the City Manager to Execute Amendment No. 3 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services
- Resolution No. 2022-171. authorizing the City Manager to Execute Amendment No. 4 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services

Fiscal Impacts

The amendment to the agreement will cost a total of \$667,540.28 (\$642,155.58 plus \$22,384.70 for additional unscheduled services) for Fiscal Year 2023-2024. There is sufficient funding available in Fiscal Year 2023-2024 in account 687-18-001-5350.

ATTACHMENTS

- Attachment A: Resolution for Flagship Amendment No. 5
- Attachment B: Exhibit B - Compensation Schedule
- Attachment C1: NPSA between the City of San Leandro and Flagship Facility Services
- Attachment C2: Amendment No. 1 to NPSA with Flagship Facility Services
- Attachment C3: Amendment No. 2 to NPSA with Flagship Facility Services
- Attachment C4: Amendment No. 3 to NPSA with Flagship Facility Services
- Attachment C5: Amendment No. 4 to NPSA with Flagship Facility Services

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