



Legislation Text

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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. 3 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. for Citywide Janitorial Services for an Amount Not to Exceed \$773,018.64 plus \$23,223.57 for Additional Unscheduled Services for Fiscal Year 2021-2022 and Approve an Appropriation of \$93,697 from the Building Maintenance Fund Unrestricted Fund Balance

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City of San Leandro City Council 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, and to approve an appropriation of \$93,697 from the Building Maintenance Fund (Fund 687) unrestricted fund balance to 687-18-001-5350 for Fiscal Year 2021-2022.

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 the San Leandro Family Aquatic Center. 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 one additional fiscal year. The monthly price of \$64,418.22 includes a Consumer Price Index adjustment of 1.84%, cost increases for cleaning of newly opened facilities (South Offices, Farrelly Pool, Boys & Girls Club) and reflects a decrease in costs for the San Leandro Family Aquatic Center that will return to seasonal pool service. The contract also includes an additional amount not to exceed \$23,223.57 for floor and window cleaning services that are provided as needed. The pricing structure is included in the amendment as Exhibit B.

The amendment of the contract will allow staff the additional time to prepare and initiate a comprehensive RFP to procure janitorial services which has been delayed due to the pandemic.

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 for a

sum not-to-exceed \$543,272 for 2014-2015 with annual extensions subject to CPI adjustment per RFP 53282.

- 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 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 2018-2019.
- 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 for \$709,674.60 plus an amount not to exceed \$18,652.20 for additional unscheduled services for fiscal year 2019-2020.
- 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 for \$753,888.60 plus \$19,296.60 for additional unscheduled services for fiscal year 2021-2022.

Fiscal Impacts

The amendment to the agreement will cost the City a total of \$796,242.21 (\$773,018.64 plus \$23,223.57 for additional unscheduled services) for Fiscal Year 2021-2022. The amendment will be funded by the City Council adopted budget for Fiscal Year 2021-2022 plus a one-time appropriation from unrestricted fund balance from the Building Maintenance Fund 687 to account 687-18-001-5350.

Budget Authority

The agreement cost is \$796,242.21. The Fiscal Year 2021-2022 budget for Janitorial Services in account 687-18-001-5350 is \$702,546. Staff requests that the City Council approve an appropriation of \$93,697 from the Building Maintenance Fund unrestricted fund balance to provide the additional funding.

ATTACHMENT(S)

Attachment(s) to Staff Report

- Non-Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services, dated November 6, 2017
- Amendment No. 1 to Non-Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services, dated July 1, 2019
- Amendment No. 2 to Non-Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services, dated July 1, 2020

Attachment(s) to Related Legislative File

- Amendment No. 3 to Non- Professional Services Agreement between the City of San Leandro and Flagship Facility Services, Inc. for Citywide Janitorial Services, dated July 1, 2021

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