



## Legislation Details (With Text)

**File #:** 22-493      **Version:** 1      **Name:** NPSA Flagship Amendment No. 4  
**Type:** Staff Report      **Status:** Filed  
**In control:** City Council  
**On agenda:** 9/19/2022      **Final action:** 10/3/2022  
**Enactment date:**      **Enactment #:** 2022-171

**Title:** Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 4 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. For Citywide Janitorial Services for an Amount Not to Exceed \$829,511.26 plus \$24,198.96 for Additional Unscheduled Services for Fiscal Year 2022-2023

**Sponsors:** Debbie Pollart

**Indexes:**

**Code sections:**

**Attachments:** 1. Att A - Reso 2022- Flagship FS Amendment No. 4, 2. Att B - Exhibit B - Compensation Schedule 2023, 3. Att C1 - NPSA Flagship FS 2017, 4. Att C2 - NPSA Amendment No. 1 Flagship FS, 5. Att C3 - NPSA Amendment No. 3 Flagship FS, 6. Att C4 - NPSA Amendment No. 2 Flagship FS

Date	Ver.	Action By	Action	Result
10/3/2022	1	City Council	Received and Filed	Pass

Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 4 to the Non-Professional Services Agreement with Flagship Facility Services, Inc. For Citywide Janitorial Services for an Amount Not to Exceed \$829,511.26 plus \$24,198.96 for Additional Unscheduled Services for Fiscal Year 2022-2023

## SUMMARY AND RECOMMENDATIONS

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 Fiscal Year 2022-2023.

## 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 \$69,125.94 includes a Consumer Price Index adjustment of 4.2%. The contract also includes an additional amount not to exceed \$24,198.96 for floor and window cleaning services that are provided as needed. Services have been adjusted at the San Leandro Boys & Girls Club to include sweeping of the basketball court four times a week at an adjusted price of \$5,558.41 per month for the facility. The complete pricing structure is included in the amendment as Exhibit B. The extension of the contract for an additional year will allow staff the 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
- 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

### **Fiscal Impacts**

The amendment to the agreement will cost a total of \$853,710.22 (\$829,511.26 plus \$24,198.96 for additional unscheduled services) for Fiscal Year 2022-2023. There is sufficient funding available in Fiscal Year 2022-2023 in account 687-18-001-5350.

### **ATTACHMENT(S)**

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

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