



## Staff Report

---

File #: REPORT 21-0296, Version: 1

---

### Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of June 8, 2021

#### **APPROVAL OF SECOND AMENDMENT TO AGREEMENT FOR JANITORIAL MAINTENANCE SERVICES WITH COMMERCIAL BUILDING MAINTENANCE (FORMERLY GOLDEN TOUCH CLEANING, INC.)**

(Interim Public Works Director Angela Crespi)

#### **Recommended Action:**

Staff recommends City Council:

1. Approve the proposed second amendment to an agreement with Commercial Building Maintenance for janitorial maintenance services to extend the contract by one year, through June 30, 2022, and to increase the total amount of the agreement by \$133,890 for services during the extended contract year, resulting in a total amended contract term of five years and a total amended contract amount of \$590,619; and
2. Authorize the Mayor to execute and the City Clerk to attest the attached second amendment subject to approval by the City Attorney (**Attachment 2**).

#### **Executive Summary:**

The City entered into a contract on June 15, 2017 with Commercial Building Maintenance (formerly known as Golden Touch Cleaning, Inc.) to provide janitorial maintenance services at City-owned facilities. At the June 23, 2020 meeting, City Council approved the first amendment extending the agreement by one year and increasing the compensation by \$128,733. The current agreement is set to expire on June 30, 2021. The proposed second amendment would extend the agreement for one additional year and increase the compensation by \$133,890 for the additional year of services, resulting in a total amended contract term of five years and total amended contract amount of \$590,619. The additional year would allow staff the time necessary to perform a new competitive bidding process.

#### **Background:**

On May 4, 2017, the City invited janitorial contractors to submit proposals for the provision of janitorial maintenance services at City-owned properties. The Request for Proposals (RFP) covered services needed at City Hall; Community Center; Community Services Building; Bowling Green Building; South Park; the Police Department; and the City Yard for a three-year period from FY 2016-17 through FY 2019-20. Commercial Building Maintenance (formerly known as Golden Touch Cleaning, Inc.) was selected as the most qualified vendor.

At its regular meeting on June 15, 2017, City Council approved the award of a three-year janitorial maintenance services agreement with Commercial Building Maintenance (formerly known as Golden Touch Cleaning, Inc.) with a not-to-exceed compensation amount of \$327,996 (**Attachment 1**). The scope of work includes the provision of janitorial maintenance services at various City-owned facilities. At its regular meeting on June 23, 2020, City Council approved the first amendment extending the agreement by one year and increasing the total compensation by \$128,733 for the fourth year of services.

### ***Past Council Actions***

Meeting Date	Description
June 15, 2017 (Regular Meeting)	Award of janitorial maintenance services agreement to Commercial Building Maintenance (formerly known as Golden Touch Cleaning, Inc.)
June 23, 2020 (Regular Meeting)	Approval of first amendment to agreement extending term by one year and increasing the compensation by \$128,733

### **Discussion:**

For the past four years, Commercial Building Maintenance has provided janitorial maintenance services at City-owned facilities. With the current agreement set to expire on June 30, 2021, staff recommends extending the agreement for a fifth and final year.

Due to workload related to the COVID-19 pandemic and reduced staffing levels, the Public Works Department was unable to prepare a new Request for Proposals (RFP) process to competitively select a new vendor. Approval of the requested one-year extension would allow the continuation of these services while a new selection process is prepared and completed.

Commercial Building Management has performed all requested services at a satisfactory level including cleaning and disinfecting for the COVID-19 pandemic. In a proposal provided by the contractor, the cost for the FY 2021-22 contract year would be \$133,890 and would include additional services resulting from the COVID-19 pandemic. The added sanitation services would consist of a roaming day porter working an eight-hour schedule from 8:00 a.m. to 4:00 p.m. to allow additional sanitation, disinfecting, and restocking of common areas and restrooms twice per day at City Hall, Community Center, Police Station, and City Yard (**Attachment 3**).

If approved, the proposed second amendment would extend the agreement through June 30, 2022 with an annual contract amount of \$133,890 for the fifth contract year. In total, the amended agreement would have a total compensation amount of \$590,619 over five years (**Attachment 2**).

### **General Plan Consistency:**

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

### ***Infrastructure Element***

**Goal 1. Infrastructure systems are functional, safe, and well maintained.**

Policies:

- **1.8 Minimize recurring repairs.** Ensure that recurring repairs to City facilities are minimized by investing in low maintenance materials and performing preventive procedures where available.

**Fiscal Impact:**

The **fiscal impact of the** recommended action would be covered by the requested appropriation of \$133,890 in the FY 2021-22 Preliminary Budget from the General Fund's Building Maintenance Division.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2021-22 Budget Dept. Account #	Total Revised Contract Amount
Janitorial Maintenance Services Agreement with Commercial Building Maintenance	\$456,729	\$133,890	001-4204-4201	\$590,619

**Attachments:**

1. Agreement for Janitorial Maintenance Services Agreement with Commercial Building Maintenance
2. Proposed Second Amendment to Commercial Building Maintenance
3. Proposal from Commercial Building Maintenance for FY 2021-22 Services

**Respectfully Submitted by:** John Cordova, Public Works Superintendent

**Concur:** Lucho Rodriguez, Deputy City Engineer

**Concur:** Angela Crespi, Interim Public Works Director

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager