



City of La Quinta

CITY / SA / HA / FA MEETING DATE: April 15, 2014

AGENDA CATEGORY:

ITEM TITLE: APPROVAL OF A CONTRACT EXTENSION WITH SANTA FE BUILDING MAINTENANCE FOR FISCAL YEAR 2014/15 JANITORIAL SERVICES

BUSINESS SESSION:

CONSENT CALENDAR: 7

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Approve Contract Change Order No. 2 with Santa Fe Building Maintenance for Fiscal Year 2014/15 for janitorial services in the amount of \$106,370.70.

EXECUTIVE SUMMARY:

- Santa Fe Building Maintenance provides janitorial services for City facilities.
- The contract provides a one-year term with the option to extend for three years.
- If approved, this will be the second time the contract is extended for one year.
- If approved, the contract amount will be reduced to reflect no janitorial services at the Senior Center during renovation and construction.

FISCAL IMPACT:

A cost reduction is being recommended for Fiscal Year 2014/15. The \$8,185.50 reduction from the current contract amount of \$114,556.20 is planned during the five months the Senior Center (Wellness Center) will be closed for construction. Funds will be included in the 2014/15 Budget in the revised contract amount of \$106,370.70. The General Fund will include a budget of \$66,553.98 and the Library Fund will include a budget of \$39,816.72.

BACKGROUND/ANALYSIS:

On June 19, 2012, City Council awarded a contract to Santa Fe Building Maintenance for a one-year term with the option to extend for three additional years.

The facilities to be cleaned under the contract include: City Hall, Library, Senior Center, Museum, Public Works maintenance trailer, Fritz Burns pool office and restrooms (summer only), and two park snack bars and restrooms.

On May 7, 2013, Contract Change Order No. 1 was approved for a one-year extension, eliminated the services at the Police Substation, and provided a two percent cost increase. These changes increased the contract amount by \$566.20.

The proposed Change Order No. 2 is for a one-year extension with a reduction of \$8,185.50 during the Senior Center renovation and expansion.

ALTERNATIVES:

Should City Council choose not to extend the janitorial contract, staff will solicit new bids for the City janitorial services.

Report prepared by: Steve Howlett, Parks, Golf & Facilities Manager

Report approved for submission by: Edie Hylton, Community Services Director

Attachment: 1. Contract Change Order No. 2



City of La Quinta

CONTRACT CHANGE ORDER NO. 2

CONTRACT: Janitorial Services

CONTRACTOR: Santa Fe Building Maintenance

Pursuant to the terms of the original Contract Agreement, you are hereby directed to make the herein described changes or do the following described work not included in the plans and specifications for this Contract. Unless otherwise stated all work shall conform to the terms, general conditions, and special provisions of the original Contract.

DESCRIPTION OF CHANGES EFFECTIVE July 1, 2014:

Contract extension for Fiscal Year 2014/2015.
Reduce the Contract amount (\$8,185.50) for services not being provided during the Senior Center Expansion.

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Original Contract Amount	\$113,990
Change Order No. 1	\$566.20
Add This Change Order No. 2	(\$8,185.50)
Revised Contract Total	\$106,370.70

By reason of this contract change order the time of completion is adjusted as follows:
The contract completion date is **June 30, 2015**.

Submitted By: _____

Date: _____

Approved By: _____

Date: _____

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, perform all labor, except as may be noted above, and perform all services necessary to complete the above specified work, and hereby accept as full payment the amount shown above, which includes all direct and indirect overhead expenses for any delays.

Accepted By: _____

Title: _____

Contractor: Santa Fe Maintenance

Date: _____

