



City of La Quinta

CITY / SA/ HA/ FA MEETING DATE: May 5, 2015

ITEM TITLE: APPROVE CONTRACT EXTENSION WITH SANTA FE BUILDING MAINTENANCE FOR FISCAL YEAR 2015/2016 JANITORIAL SERVICES

AGENDA CATEGORY:

BUSINESS SESSION:

CONSENT CALENDAR: 12

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Approve Contract Change Order No. 3 with Santa Fe Building Maintenance for Fiscal Year 2015/2016 janitorial services in the amount of \$135,047.

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 and, if approved, will be the third time the contract is extended.
- The contract amount will be increased to include additional janitorial services at the Wellness Center and to cover the new minimum wage requirements.

FISCAL IMPACT:

This contract is paid through General Funds (\$94,480) and Library Funds (\$40,567). Janitorial services are not subject to the State of California's new prevailing wage requirements, but it is subject to the State's new minimum wage requirement.

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 one-year terms. The facilities cleaned under the contract include: City Hall, Library, Wellness Center, Museum, Public Works maintenance trailer, Fritz Burns pool office

and restrooms (summer only), and three sports parks, 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.

Change Order No. 2 was approved on April 15, 2014 for a one-year extension with a reduction of \$8,185.50 during the Wellness Center renovation and expansion.

If approved, Contract Change Order No. 3 will extend the janitorial contract for one final year with an increased cost of \$28,677, which encompasses both the minimum wage increases and the reopening of the expanded Wellness Center.

Santa Fe's performance has been satisfactory and they have been responsive to requests for janitorial needs. Staff has reviewed the requested cost increase and found it to be within the originally agreed upon costs and fairly incorporates the required minimum wage increase and the added cost to clean the Wellness Center.

ALTERNATIVES:

Council may direct staff to prepare new bid documents for janitorial services at City facilities.

Report prepared by: Steve Howlett, Golf, Parks, & Facilities Manager
Report approved for submission by: Edie Hylton, Deputy City Manager

Attachment: 1. Contract Change Order No. 3



City of La Quinta

CONTRACT CHANGE ORDER NO. 3

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, 2015:

Contract extension for Fiscal Year 2015/2016.

Reinstate the Contract amount of \$8,185.50 for services not provided during the Senior Center expansion.

Increase the Contract amount by \$12,179.34 for new section of Wellness Center.

Increase Contract amount by \$11,543.10 for new Minimum Wage Requirements.

Eliminate \$3,231.36 for outside Library restroom service.

Original Contract Amount	\$113,990
Change Orders No. 1 & 2	(\$7,619.30)
Add This Change Order No. 3	\$28,676.58
Revised Contract Total	\$135,047.28

By reason of this contract change order the time of completion is adjusted as follows:

The contract completion date is **June 30, 2016**.

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: _____

