



City Council Staff Report

DATE: March 15, 2017 CONSENT CALENDAR
SUBJECT: AMENDMENT TO AGREEMENT NO. A5728 WITH ADVANCE
INC. DBA PROGREEN BUILDING MAINTENANCE FOR A FIVE
(5) MONTH CONTRACT SERVICE EXTENSION FOR
JANITORIAL SERVICES AT VARIOUS CITY FACILITIES
FROM: David H. Ready, City Manager
BY: Staci Schafer, Director of Maintenance and Facilities

SUMMARY

The City contracts for janitorial services for various city-owned facilities, with PROgreen Building Maintenance, excluding the Palm Spring International Airport and the Palm Springs Convention Center. The previous five-year contract is nearing the end of the term, and the City Council will consider approving a five-month contract extension for janitorial services while the RFP process is being finalized.

RECOMMENDATION:

1. Approve an Amendment to Agreement No. A5728 with Advanced Inc. DBA PROgreen Building Maintenance, for janitorial services at various city owned facilities, for an additional 5 month term extension not to exceed \$108,949.64; and
2. Authorize the City Manager to extend the current agreement for janitorial services for a period not to exceed 5 months, under the same terms and conditions, during the interim period; and
3. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

The Maintenance and Facilities Department oversees the on-going maintenance and janitorial services of all City-owned facilities with the exception of the Palm Springs International Airport and the Palm Springs Convention Center. The 18 facilities included in this scope of work are as follows: City Hall, City Yard, Fleet Operations, Police Headquarters, Downtown Police Sub-Station, Downtown Parking Structure,

ITEM NO. 1.K.

Main Library, Fire Dept. Administration Headquarters, Pavilion, Leisure Center, Swim Center, Demuth Community Center, Desert Highland Center, Rudy's Store, Welwood Murray Memorial Library, Animal Shelter, VillageFest Restroom Trailer, City-owned Park Restrooms, and the Train Station.

A five (5) month contract extension is necessary until a new Janitorial Service is selected and awarded by City Council. The Procurement and Contracting Division has conducted a Request for Proposal No.02-17 that was issued on 1/4/17, advertised on 1/5/17 and 12/12/17, posted to the City's website, and sent to 24 potential vendors. A pre-proposal conference and site tour was conducted on 1/17/17. 8 responsive proposals were received and are being evaluated by Staci Schafer, Director of Maintenance and Facilities, Vicki Oltean, Director of Recreation, Jeannie Kays, Director of Library Services, and Henricus Peeters, Police Captain.

FISCAL IMPACT:

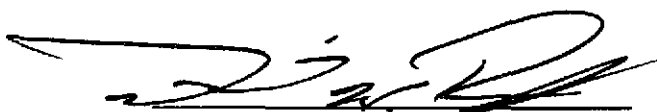
Funding for janitorial services is available in the current fiscal year 2016-2017 budget in account #520-5641-43280.

Submitted by:



Staci Schafer
Director of Maintenance and Facilities

Approved by:



David H. Ready, Esq.
City Manager

Attachments:

1. Amendment No. 3

**AMENDMENT NO. 3 TO CONTRACT SERVICES AGREEMENT NO. 5728
WITH PROGREEN BUILDING MAINTENANCE
FOR JANITORIAL SERVICES**

The following articles of Agreement No. 5728 are hereby amended as follows:

THIS SECOND AMENDMENT TO THE CONTRACT SERVICES AGREEMENT (herein "Second Amendment") made and entered into on this _____ day of _____, 2017, by the City of Palm Springs (herein "City"), a charter city organized and existing in the County of Riverside, under the virtue of the laws of the State of California and Advanced, Inc., dba PROGreen Building Maintenance (herein "Contractor"), amends that certain Contract Services Agreement dated December 18, 2013 (herein "Agreement") by and between the same parties.

SECTION 3.4 "Term" – Unless earlier terminated under this Agreement, this Agreement shall commence upon the effective date of this Agreement and continue in full force and effect until completion of the Services. However, the term shall not exceed three (3) years and five (5) months from the commencement date, except as otherwise provided in the Schedule of Performance described in Section 3.2. Any extension must be through mutual written agreement of the Parties.

The intent of this Amendment No. 3 is to extend this contract by an additional five (5) months; for a total not to exceed \$108,949.64 to provide janitorial services per Agreement No. 5827.

Agreement Number: 5728
PO Number: 15-0345

Original:

City Council Approval: December 18, 2013
Contract Amount: \$ 234,000.00

Amendment No. 1:

Annual Increase: \$ 81,088.92
Total Amended Annual Contract: \$ 315,088.92

Amendment No. 2:

Annual Increase: \$ 11,760.00
Total Amended Annual Contract: \$ 326,848.92

Advanced, Inc., dba PROGreen Building Maintenance
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Account Number(s): 520-5641-43280

THIS Amendment No. 3:
One Time Cost Increase: \$108,949.64
Total Amended Annual Contract: \$326,848.92

Except as specifically amended by this Amendment No. 3 all terms and provisions of Agreement 5728 remains in full force and effect.

SIGNATURES ON NEXT PAGE

Advanced, Inc., dba PROGreen Building Maintenance
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IN WITNESS WHEREOF, the parties have executed this Amendment as of the dates stated below.

"City"
CITY OF PALM SPRINGS

Date: _____

By: _____
David Ready, City Manager

ATTEST:

By: _____
City Clerk

"Contractor"
Advanced, Inc., dba
PROGreen Building Maintenance
33041 Calle Aviador, Ste. H
San Juan Capistrano, CA. 92675

Date: _____

By: _____
Mike Sullivan, President