



City of Rialto

Legislation Text

File #: 21-0167, **Version:** 1

For City Council Meeting [May 11, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Acting City Manager

FROM: Michael Tahan, Interim Public Works Director

Request City Council to Approve a Purchase Order Increase with ABM Industry Groups, LLC, in the Amount of \$50,000 for Janitorial Services for the Remainder of Fiscal Year 2020/2021, for a Total Contract Amount Not-To-Exceed of \$1,963,998.

(ACTION)

BACKGROUND

The Public Works Department coordinates facility maintenance functions throughout the City, including janitorial services to all facilities. In November 2015, City Council entered into an interim Agreement with ABM Industry Groups, LLC (ABM) after terminating a Contract with the previous vendor for poor performance and has used ABM's services since that time.

On February 28, 2017, City Council awarded a Contract Services Agreement (CSA) to ABM Industry Groups, a Limited Liability Corporation for \$546,900 for Janitorial Services. Pursuant to Section 3.4 of the CSA, the initial term was for sixteen (16) months commencing on March 1, 2017, through June 30, 2018, with three (3) optional one (1) year extensions.

On August 28, 2018, City Council approved the First Amendment to the agreement. On August 13, 2019, City Council approved the Second Amendment to the agreement. On April 14, 2020, the Director of Emergency Services authorized a purchase order increase with ABM Industry Groups, LLC. for up to an additional \$50,000 for Fiscal Year 2019-2020. The additional authorization was to ensure continued deep cleaning, sanitizing and other enhanced janitorial activities related to COVID-19 under the adopted Resolution 7600 that declared a local emergency in response to the COVID-19 outbreak. A copy of Resolution 7600 is included as **Attachment 1**.

ANALYSIS/DISCUSSION

Staff is requesting City Council approve the purchase order increase for fiscal year 2020-2021 with ABM Industry Groups, LLC for added services related to:

- Additional sanitization and cleaning services required due to the COVID-19 Pandemic.
- The increase in City operating days to include Fridays as of September 14, 2020.

The increase of \$50,000 will allow services to continue through the remainder of the 2020/2021 Fiscal Year. A copy of the Disclosure form with ABM Industry Groups, LLC is included as **Attachment 2**.

Staff is currently in the process of preparing the Request for Proposal (RFP) to advertise for Janitorial Services for the upcoming 2021/2022 Fiscal Year.

ENVIRONMENTAL IMPACT

Approval of the Second Amendment to the Contract Services Agreement is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and supports the staff report.

FINANCIAL IMPACT

Operational Budget Impact

Funds are budgeted and available in the General Fund Contingency Account No. 010-500-0001-2011-covid19-11 in the amount of \$50,000 for Janitorial Services for the remainder of Fiscal Year 2020/2021.

Capital Improvement Budget Impact

There is no impact to the Capital Improvement Budget.

Business Licensing

A Business License application and payment of a Business License tax at the Professional Service will be paid by the vendor prior to the purchase order increase.

RECOMMENDATIONS

Staff recommends that the City Council Approve the Purchase Order Increase with ABM Industry Groups, LLC, in the amount of \$50,000 for Janitorial Services for the remainder of Fiscal Year 2020/2021, for a total contract amount not to exceed of \$1,963,998.