



Office of the City Manager

CONSENT CALENDAR
December 18, 2007

To: Honorable Mayor and Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Claudette R. Ford, Director, Public Works Department

Subject: Contract No. 6347D Amendment – Township Building Services for Janitorial Services at the City's Senior Centers

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 6347D with Township Building Services, Inc., for janitorial services at the North, South, and West Berkeley Senior Centers, and increase the contract amount by \$52,000 for a total not to exceed amount of \$335,200 for the term July 1, 2007 to June 30, 2008.

FISCAL IMPACTS OF RECOMMENDATION

The \$52,000 for this service is available in the FY 2008 Building Maintenance Fund (866-5411-410-6020). The CMS number is LG3B6.

CURRENT SITUATION AND ITS EFFECTS

Township Building Services, Inc., currently performs janitorial services at the City's three senior centers and has been performing a good, reliable service since December 2005. During the proposal solicitation for janitorial services in FY 2004 for the senior centers, Township Building Services was determined to best meet the City's needs.

BACKGROUND

The original Township Building Services contract was for janitorial services at the Public Safety Building. In September 21, 2004 Council authorized the City Manager to amend the contract with Township Building Services by adding janitorial services at the three senior centers for FY 2005 to their scope of work. Since FY 2006, Township Building Services has renewed janitorial services only for the senior centers. These services need to be continued through FY 2008.

On June 27, 2006, by Resolution No. 63,367–N.S., Council approved options to extend this contract through June 30, 2008 but with the stipulation that the item return annually for Council approval for exercising the options. This was not done for FY 2008. Staff therefore requests Council to correct this administrative error by approving the annual option for FY 2008 to extend this contract through June 30, 2008.

RATIONALE FOR RECOMMENDATION

Janitorial services are needed at all City buildings, and Township Building Services, Inc. has demonstrated their ability to provide timely, effective service.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Stan Norton, Facilities Maintenance Superintendent, Public Works Dept. 981-6451

Attachment

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 6347D AMENDMENT: TOWNSHIP BUILDING SERVICES, INC.,
FOR JANITORIAL SERVICES AT THE CITY'S SENIOR CENTERS

WHEREAS, Township Building Services, Inc., entered into Contract No. 6347 with the City for janitorial and maintenance services at the Public Safety Building from January 1, 2004 to June 30, 2004 per Council Resolution No. 62,498–N.S.; and

WHEREAS, in September 2004, Council passed Resolution No. 62,638–N.S. to amend the contract to add janitorial services at the North, South, and West Berkeley Senior Centers in an amount not to exceed \$150,000; and to remove services for the Public Safety Building from the contract for the period ending June 30, 2005; and

WHEREAS, in August 2005, Council passed Resolution No. 63,367–N.S. to amend the contract to continue with janitorial services at the three senior centers, increasing the not to exceed amount to \$283,200 for the period ending June 30, 2006; and

WHEREAS, due to administrative error, this contract was not returned prior to the start of FY 2008 for Council's required annual approval of extension options for the contract; and

WHEREAS, \$52,000 is available in FY 2008 for service at the three senior centers in the Building Maintenance Fund (866-5411-410-6020) for the period July 1, 2007 through June 30, 2008, which brings the total contract not to exceed amount to \$335,200; the contract amendment has been assigned CMS number LG3B6.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to execute a contract amendment with Township Building Services, Inc., extending janitorial services at the three senior centers for the period July 1, 2007 through June 30, 2008 for a total contract amount not to exceed \$335,200.

