



City Council

Approval of Janitorial Services Agreement Renewal

Agenda Date: 12/18/2012
Agenda Item Number: 4.D
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Type: contract **Version:** 1 **Status:** Passed

Agenda Item:

Approval of Janitorial Services Agreement Renewal

Issue:

Whether to renew the City's janitorial services agreement with Coastal Business Services Group, Inc.

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Move to approve and authorize the City Manager to sign Amendment No. 1, a two-year renewal of the contract with Coastal Business Services Group, Inc.

Staff Contact:

Thanh Jeffers, Public Works Technical Services, 360.753.8278

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On January 3, 2011, following a competitive selection process, the City and Coastal Business Services Group, Inc. entered into a Professional Services Agreement for Janitorial Services. The term of the Agreement runs until December 31, 2012.

A provision of the Agreement allows the renewal of the contract for an additional two years upon the mutual written agreement of the City and Coastal Business Services Group, Inc. The City and Coastal Business Services Group, Inc. desire to amend the Agreement to extend the contract term for another two years. Coastal Business Services Group, Inc. has demonstrated a high value to the City by providing excellent customer service and maintaining a clean and healthy work environment for staff and visitors to City facilities.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Approve and authorize the City Manager to sign Amendment No. 1, a two-year renewal of the contract with Coastal Business Services Group, Inc.

Renewing the current janitorial services agreement maintains clean City facilities with excellent customer service at a reasonable cost.

2. Authorize the City Manager to renew the contract with Coastal Business Services Group, Inc. for only one more year while staff conducts a competitive selection process for a new contract.

This option would require staff time and additional costs for a competitive selection process to obtain and evaluate new proposals for janitorial services.

Financial Impact:

The contract amount is not to exceed \$247,000.00 annually. Coastal Business Services Group, Inc. has offered to renew the agreement maintaining 2011 pricing. A contract provision allows an adjustment in price if prevailing wages are increased by the Department of Labor and Industries.