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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

June 10, 1988

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Amendments to Janitorial Services Contract 86020

SUMMARY

The report describes negotiated changes which are to be made to the City's annual janitorial services contract. It is requested that the Budget and Finance Committee recommend City Council approval of the attached resolution which allows for these revisions.

BACKGROUND

In August 1986, the City Council awarded a contract to Able Building Maintenance Company (Able) for the provision of janitorial and window cleaning services. This one year contract contained a provision for two annual extensions with the approval of the City Council. Able began to handle the City's custodial program in October of that year.

During 1987-88, the City renegotiated with Able in order to get additional services including revising the cleaning frequencies for various facilities, increasing the total citywide square footage cleaned, and enhancing the level of floor and carpet care. These changes were made in order to improve the appearance of various highly-used City facilities.

ANALYSIS

Prior to making any recommendations for extending the custodial contract for this final year, Facility Management staff contacted user departments to gauge their level of satisfaction with the custodial

services that they were currently receiving. Both the Police Department and the Museum and History Division of the Parks and Community Services Department indicated that service changes needed to be made, particularly in connection with easing employees' security concerns (in relation to thefts, etc.). Facility Management staff contacted Able and entered into negotiations to resolve some of these outstanding issues.

Able has agreed to supply the City with bondable employees for both the Communications Center and the Museum and History Center; prior to this time, Able was not supplying any bondable employees. In addition, Able has agreed to have all of their employees wear uniforms; the rental expense related to this change will be passed on to the City.

The company's Workers' Compensation and minimum wage costs will increase this year and Able has requested that the City pay for this additional expense; this will result in a 2% contract increase above the 5% wage increase which is already contained within the Facility Management 1988-89 budget. Finally, the City will add approximately 21,000 square feet of office space to its inventory during the coming year. Able has agreed to incorporate this increased footage into its existing program at the \$.05 per square foot rate which is contained within the current contract.

The net affect of these changes is as follows:

<u>Service Change</u>	<u>Dollar Impact</u>
Employee Bonding	-0-
Employee Uniforms (\$23.50 per month for 14 employees)	\$3,948
Added square footage (20,971 at \$.05 per square foot)	1,049
2% Benefits Increase	3,449
	<u>-----</u>
	<u>\$8,446</u>

FINANCIAL

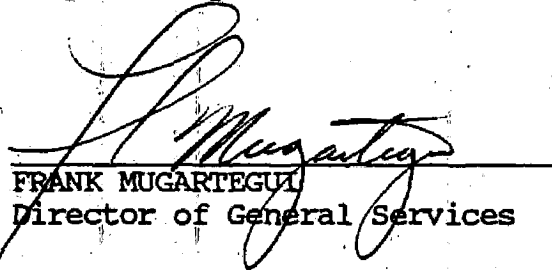
The cost increase in custodial services for the 1988-89 year totals \$8,446. It is anticipated that sufficient funds will be available from cost savings within the mechanical equipment and supply line item of the Facility Management Division's budget to pay for this adjustment. These savings will result from enhanced preventative maintenance efforts. Therefore no additional funds will be required at this time for this program.

RECOMMENDATION

The proposed changes in the Able contract should serve to enhance the level of custodial services which the City receives. It is therefore requested that the Budget and Finance Committee recommend City Council approval of the attached resolution which:

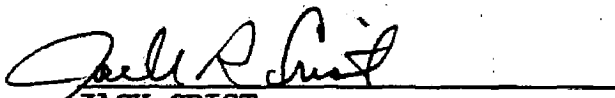
1. Authorizes the City Manager to amend contract 86020, incorporating the services and costs thereof described in this report.
2. Amends the 1988-89 budget for the Facility Management Division by transferring \$8,446 from mechanical parts and supplies (101-190-1934-0000-4424) to contractual services (101-190-1933-0000-4231) to pay for 1988-89 costs associated with the revision of contract 86020.

Respectfully submitted,



FRANK MUGARTEGUI
Director of General Services

RECOMMENDATION APPROVED:



JACK CRIST
Deputy City Manager

June 21, 1988
All Districts



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City Council
Sacramento, California

Honorable Members in Session:

Subject: Amendments to Janitorial Services Contract 86020

SUMMARY

This report describes negotiated changes which are to be made to the City's annual janitorial services contract. The item was heard by the Budget and Finance Committee at their June 21st meeting. It is requested that the City Council approve the attached resolution which:

1. Authorizes the City Manager to amend contract 86020, incorporating the services and costs thereof described in this report.
2. Amends the 1988-89 budget for the Facility Management Division by transferring \$8,446 from mechanical parts and supplies (101-190-1934-0000-4424) to contractual services (101-190-1933-0000-4231) to pay for 1988-89 costs associated with the revision of contract 86020.

Respectfully submitted,


FRANK MUGARTEGUI
Director of General Services

RECOMMENDATION APPROVED:

WALTER SLIPE
City Manager

June 21, 1988
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

**RESOLUTION AMENDING CONTRACT 86020
AND THE 1988-89 BUDGET FOR
THE DEPARTMENT OF GENERAL SERVICES**

WHEREAS, the proposed changes to janitorial services contract 86020 should serve to enhance the appearance and security of various municipal facility and improve the overall quality of City custodial services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO.

1. The City Manager is hereby authorized to amend contract 86020, incorporating the services and costs thereof described in the report dated June 10, 1988.
2. The 1988-89 budget for the Facility Management Division of General Services is hereby amended by transferring \$8,446 from mechanical parts and supplies (101-190-1934-0000-4424) to contractual services (101-190-1933-0000-4231) to pay for 1988-89 costs associated with the revision of contract 86020.

MAYOR

ATTEST:

CITY CLERK