



CONSENT CALENDAR

Agenda Item #5

AGENDA REPORT SUMMARY

Meeting Date: June 9, 2020

Subject: Authorization for execution of Amendment 2 to the original agreement with IMPEC Group for Janitorial services

Prepared by: Manuel A. Hernandez, Maintenance Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Attachment 1 – IMPEC Group Memo to City of Los Altos

Initiated by:

Staff

Previous Council Consideration:

June 27, 2017

Fiscal Impact:

The agreement will cost \$422,522 and is budgeted in the amount of \$353,055 FY 2020/21 Maintenance Services Department operating budget.

- Breakdown of funds to be used: General Fund
 - o Regular daily janitorial service of all City facilities per schedule - \$376,522
 - o Estimated special cleaning services in response to COVID-19 - \$46,000 (Estimated amount for special services)
- Amount already included in approved 20/21 budget: \$353,055
- Amount above budget requested: \$69,467 (\$23,467 increase + \$46,000 for special services)

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- Janitorial services are an important aspect of a healthy work environment and inviting public spaces.
- The agreement with IMPEC Group is renewable for three additional years.
- Amendment No. 2 would be the first agreement term extension.
- Additional service costs are factored into the amount in response to COVID-19

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Contract Amendment - Janitorial Services to City Facilities

precautions.

- Staff feels IMPEC Group has provided satisfactory custodial services for the City.

Staff Recommendation:

Authorize the City Manager to execute an amendment to the agreement with IMPEC Group for janitorial services in the amount of \$422,522 on behalf of the City.



Subject: Contract Amendment - Janitorial Services to City Facilities

Purpose

Authorize the City Manager to execute an amendment to the contract with IMPEC Group for janitorial services in the amount of \$422,522 on behalf of the City.

Background

Janitorial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts janitorial services for the cleaning of the buildings and facilities, parks and litter control within parks. Work is performed at the following locations, with scopes of services tailored to each unique location on daily, weekly, monthly and quarterly timeframes.

- Grant Park Community Center
- Municipal Services Center
- Hillview Community Center
- Police Department
- PD Annex
- IT Annex
- City Hall
- Garden House
- Teen Center
- Gymnasiums (Blach, & Egan)
- City Parks

Discussion/Analysis

The City has been in a contract for janitorial cleaning services with IMPEC Group for three years. The first year was a completion of a terminated contract with a different vendor. The last two years are part of an amendable five-year term that under the current agreement.

Amendment 2 is requesting a one-year contract extension that would include an increase of \$23,467 for regular services (approximately 6.6%). This requested increase is attributed to several factors. Cost of living wage adjustments and increased benefit contributions for employees account for about 3.6% of the increase, while increased cost of supplies along with the increased need for PPEs and training related to COVID-19 comprise the other 3%. Understanding these factors, staff feels this requested increase is very reasonable. Working with City staff, the IMPEC Group did not increase costs to the City in 2019/20, the second year of their current two-year term.

Also, as part of Amendment 2 staff has factored in a prorated amount of funding for special cleaning services related to COVID-19. Staff recently worked with the IMPEC Group to get special cleaning services of public facilities that are currently partially staff occupied (PD and City Hall). In anticipation



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of a full return of staff along with facilities eventually opening to the public, staff has factored in an estimated amount (\$46,000) that would cover costs related to special cleaning services of facilities during this amendment term.

Staff feels the IMPEC Group has provided satisfactory janitorial services to the City of Los Altos during their time under the current agreement. They have worked well with staff in making schedule adjustments as well as providing special services whenever needed. Complaints with the custodial services the IMPEC Group provides has been minimal during this agreement.

Options

- 1) Authorize the City Manager to execute an amendment to the agreement with the IMPEC Group to extend the agreement dated September 13, 2018 for an additional one-year term.

Advantages: Continue janitorial cleaning services with the IMPEC Group that has provided satisfactory service and worked well with staff.

Disadvantages: None

- 2) Do not authorize the City Manager to execute an amendment to the current agreement with the IMPEC Group.

Advantages: None

Disadvantages: This is not recommended as it is not anticipated that going out to bid at this time would result in significantly better proposals or service.

Recommendation

The staff recommends Option 1.



Memorandum

To: Thien Quach & Manuel Hernandez
From: Raffy Espiritu, CEO President
Date: May 13, 2020
Re: Proposal to Adjust Annual Contract Amount 6.6%

Dear Mr. Quach & Mr. Hernandez,

Thank you for your partnership and allowing Impec Group the opportunity to continue to service the City of Los Altos. Due to the following factors: wage adjustments, increased benefit contributions, cost of supplies, equipment/PPE and training related to COVID-19 as well as an enhanced operation plan – Impec Group proposes to increase our supply and service fee by 6.6%. As you know, minimum wage guidelines are increasing, and Impec Group is committed to provide the best service possible and a part of that is sustaining a team of talented people who we can sustain long-term.

We appreciate your support and partnership during these challenging times in the midst of COVID-19, and we look forward to continuing to meet your standard for keeping the City of Los Altos clean, safe and prosperous for your community.

Sincerely,

A handwritten signature in black ink that reads "Raffy Es. Espiritu".

Raffy Espiritu