



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

Prepared by: Manuel A. Hernandez, Maintenance Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Attachment 1 – IMPEC Group Service Agreement Extension Proposal to City for 2021-2022

Initiated by:

Staff

Previous Council Consideration:

June 9, 2020

Fiscal Impact:

The agreement will cost \$376,366 and is being requested in the amount of \$377,000 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 - \$376,366
- Amount included in proposed 21/22 budget: \$377,000

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 original agreement with IMPEC Group is renewable for three additional years.
- Amendment No. 3 would be the fourth year of the possible five-year total agreement term.
- Payments for janitorial services will not exceed \$376,366 for FY 21/22
- Staff feels IMPEC Group has provided satisfactory custodial services for the City.

Staff Recommendation:

Reviewed By:

City Manager

City Attorney

Finance Director

BK

JH

JM



Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

Authorize the City Manager to execute an amendment to the agreement with IMPEC Group for janitorial services in the amount of \$376,366 on behalf of the City.

Purpose

Authorize the City Manager to execute an amendment to the contract with IMPEC Group for janitorial services in the amount of \$376,366 on behalf of the City.

Background

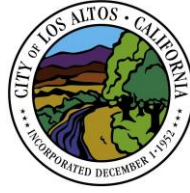
Janitorial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts janitorial services for the cleaning of the buildings and facilities, parks and litter control within parks. Work is performed at the following locations, with scopes of services tailored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

- Grant Park Community Buildings
- Municipal Services Center
- Los Altos 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 four years. The first year was a completion of a terminated contract with a different vendor. The last three years are part of an amendable five-year term under the current agreement.

Amendment 3 is requesting a one-year contract extension that reflects a base contract amount slightly less than the most recent contract year amount. Working with City staff, the IMPEC Group did not increase costs to the City in 2021/22 from the last full-service year. Staff also anticipates a slight savings early in the fiscal year as a result of not all facilities being open, creating savings in the annual budgeted amount for janitorial services. Special COVID cleanings are not anticipated or budgeted in this amendment.



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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 covering fiscal year 21/22 in the amount not to exceed \$376,366.

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 staff is not able to provide these regular services and it is not anticipated that going out to bid at this time would result in better proposals or service.

Recommendation

The staff recommends Option 1.



**1 North San Antonio Road
Los Altos, California 94022-3087**

Date: 5/3/2021

Impec Group
3350 Scott Blvd., Bldg.8
Santa Clara, Ca 95054

Dear Impec Group:

The purpose of this letter of agreement is to outline the scope of services that Impec Group will provide for the City of Los Altos for term of July 1, 2021 to June 30, 2022 as an extension of contract 18-66 Custodial Cleaning Services.

All terms of said contract will be in effect inclusive of the alterations mentioned below,

- Underground Teen Center service frequency, 5 days a week
- Parks facilities servicing, and litter control, 7 days a week
- Hillview Community Center service frequency, 5 days a week

Charges will be base on services rendered for each location from rate sheet provided by Impec group, for total sum of \$376,365.36.

Approve as content:

Manuel Hernandez, Municipal Services Director

Date

18-66 Custodial Cleaning Services Contract Extension

5/3/2021

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Contractor:



4/28/21

Richard Peterson, Sr. Director of Customer Solutions

Date

Impec Group- Authorized Signature

Breakdown of monthly fee by site:

Site	2021-2022
	Monthly Service Fee
Municipal Service Center	\$ 1,344.75
Grant Park Multi-Purpose Hall	\$ 1,613.70
Grant Park Rooms 1-4	\$ 504.28
Garden House Hall	\$ 672.37
Underground Teen Center	\$ 672.37
Los Altos Youth Center	\$ 1,613.70
City Hall	\$ 1,411.98
Police Department	\$ 1,210.27
PD Annex office PD Yard	\$ 403.42
IT Annex Office PD Yard	\$ 403.42
San Antonio Club	\$ 504.28
Community Center	\$ 2,017.12
Building/Facility Site	\$ 12,371.67
Montclair Park	\$ 505.80
Grant Park	\$ 1,011.58
Woodland Library	\$ 303.48
Marymeade Park	\$ 505.80
Heritage Oaks Park	\$ 505.80
Springer El Monte	\$ 505.80
McKenzie Park	\$ 1,011.58
Rosita Park	\$ 505.80



Shoup Park	\$	1,011.58
Old Lincoln	\$	303.48
New Lincoln	\$	303.48
Civic Center	\$	303.48
Library	\$	505.80
Hillview Soccer and Ball Fields	\$	1,011.58
Village Park	\$	404.63
Park Route	\$	8,699.67
Blach Gym	\$	3,145.34
Egan Gym	\$	3,145.34
Gym	\$	6,290.68
Monthly Supply (before tax)	\$	4,001.76
Total	\$	31,363.78