TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PUBLIC WORKS

DATE: FEBRUARY 11, 2008

CMR: 137:08

SUBJECT: APPROVAL OF AMENDMENT NO. ONE TO CONTRACT NO. C07116703 BETWEEN THE CITY OF PALO ALTO AND C-WAY CUSTODIAN SERVICES TO INCREASE THE ANNUAL COMPENSATION AMOUNT BY $37,178 FOR A TOTAL ANNUAL COMPENSATION AMOUNT OF $525,629 TO PROVIDE CUSTODIAL SERVICES AT SELECTED CITY FACILITIES AND AUTHORIZATION TO ENTER INTO 3 ADDITIONAL ONE YEAR EXTENSIONS

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute Amendment No. One to Contract No. C07116703 with C-Way Custodian Services (Attachment A) to increase the annual compensation amount by $32,328 for custodial services plus $4,850 for additional services. The amended annual contract amount would total $457,068 for basic services and $68,561 for additional services.

2. Authorize the City Manager or designee to exercise the option to renew the contract for up to three additional one-year periods, and to adjust the annual compensation by the Consumer Price Index (CPI) as specified in the contract if the contractor is responsive to the City’s needs and the quality of the contractor’s work is acceptable during the previous year of the contract.

BACKGROUND

On November 6, 2006, Council approved Contract C07116703 with C-Way Custodial Services (CMR:405:06). The work performed under the contract is custodial services at selected listed City facilities. Contracted custodial effort is used to provide service at the following City facilities: all libraries, park restrooms, Municipal Service Center, Golf Course, Waste Water Treatment Plant, Animal Services Center, Baylands Interpretive Center, Junior Museum, landfill offices, parking lots J, Q, R and S/L, Art Center, Rinconada Park pool showers, Community and Children’s Theaters, Development Center, Elwell Court Utility offices and City Hall. The scope of these services includes general cleaning, restroom sanitation, replenishing supplies, trash removal, floor maintenance, counters and tabletop cleaning, exterior entry way cleaning and window washing.
**DISCUSSION**
The approved contract provided service from December 2006 to November 2007 with an option for four additional years. A CPI increase is allowed each year. Amendment #1 provides for a CPI increase of 2.6% for the second year of the contract, and provides for increased scope of services at the Arastradero Gateway Facility, Children’s Library, park restroom facilities, and Utility offices. Services provided under the first year of the contract met the city’s expectation.

**RESOURCE IMPACT**
Funds for this contract are available in the PW/Facilities Management Operating Budget.

**ENVIRONMENTAL REVIEW**
This is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 21065 of the Public Resources Code.

**ATTACHMENTS**
Attachment A: Amendment No. One to Agreement No. C07116703