

## STAFF REPORT

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**Date:** October 25, 2023

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Approval of a five-month amendment to Qual-Econ U.S.A. Janitorial Services Contract to continue janitorial services in an amount not to exceed \$89,820. (General Fund)

**From:** Vickie Gonzales

**Department:** Maintenance and Operations

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**Summary:**

The current Group 3 janitorial services contract with Qual-Econ U.S.A. Janitorial Services expired on August 31, 2023. RFP 2024-02 was successfully bid and awarded to the lowest most responsible bidder for Group 3, however the awarded bidder withdrew their bid with concurrence from the City, and we are in the process of rebidding janitorial services for Group 3. To avoid a lapse in janitorial services we desire to extend the contract that is currently in place with Qual-Econ U.S.A. Janitorial Services to continue the services that they have been providing since September 1, 2020. The contract extension will be at the same price and price schedule as set forth in Attachment A to the original contract. The amendment is for five-months starting October 1, 2023 through February 29, 2024. This will provide the City ample time to rebid Group 3 and to set a new contract in place for Group 3. Staff recommends extending the janitorial services contract to Qual-Econ U.S.A. Janitorial for five months starting October 1, 2023, going through February 29, 2024 Services in an amount not to exceed \$89,820.00, and authorize the Mayor to sign the amendment.

**Previous Council Action:**

On August 26, 2020, Council approved RFP #2020-02 for janitorial services to Qual-Econ U.S.A. Janitorial Services in an amount not to exceed \$224,740, for a one-year period with two one-year options to extend.

**Discussion:** The current Group 3 janitorial services contract with Qual-Econ U.S.A. Janitorial Services expired on August 31, 2023. RFP 2024-02 was successfully bid and awarded to the lowest most responsible bidder for Group 3, however the awarded bidder withdrew their bid with concurrence from the City, and we are in the process of rebidding janitorial services for Group 3. To avoid a lapse in janitorial services we desire to extend the contract that is currently in place with Qual-Econ U.S.A. Janitorial Services to continue the services that they have been providing since September 1, 2020. The contract extension will be at the same price and price schedule as set forth in Attachment A to the original contract. The amendment is for 5-months starting October 1, 2023 going through February 29, 2024. This will provide the City ample time to rebid Group 3 and to set a new contract in place for Group 3.

**Financial Implications:**

Funding is included in the FY23/24 General Fund budget as approved by Council.

**Legal Implications:**

The amendment to the contract with Qual-Econ U.S.A. conforms to the City's Purchasing Policy.

**Recommendation:**

Staff recommends Council approve a 5-month amendment to the current contract for janitorial services provided by Qual-Econ U.S.A. Janitorial Services in an amount not to exceed \$89,200.

**Proposed Motion:**

I move to approve staff recommendations.

**Attachments:**

• CONTRACT – Qual-Econ U.S.A. Janitorial Services (PDF) • AMENDED CONTRACT – Qual-Econ U.S.A. Janitorial Services (PDF)