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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

May 12, 1987

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Amendments to Janitorial Services Agreement 86020

SUMMARY

This 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:

1. Authorizes the City Manager to amend agreement 86020, incorporating the services and costs thereof described in this report.
2. Amends the 1986-87 Approved Budget for the Facility Management Division by transferring \$3,378 from utility savings (101-190-1933-0000-4221) to contractual services (101-190-1933-0000-4231) to pay for 1986-87 costs associated with the revision of Agreement 86020.

In addition, it should be noted that the 1987-88 Facility Management Division's budget may require an additional \$27,024 in order to provide the revised services incorporated in Agreement 86020.

BACKGROUND

In August 1986, the City Council awarded a contract (Agreement 86020) in the amount of \$126,497 to Able Building

Maintenance Company (Able) for the provision of janitorial and window cleaning services. Able began to handle the City's custodial program in October 1986.

In April 1987, the City Council authorized the City Manager to enter into negotiations with Able for the provision of additional services including increasing/revising the cleaning frequencies for specific facilities, changing zone square footage, and enhancing the level of floor and carpet care. The results of this negotiation process are summarized in the following section.

ANALYSIS

The proposed contract service changes are discussed by category and the anticipated monthly cost for each category is indicated.

<u>Service Change</u>	<u>Monthly Cost</u>
Frequency changes. Both the City and the vendor have agreed that the service frequency at various buildings needs to be increased. This includes high use facilities such as the Sacramento Zoo, which is currently open seven days a week, but is only cleaned five days a week. Proposed cleaning frequencies will now match the number of days that the facility is open.	\$ 918.00
Mid-day service. Both parties have agreed that the Sacramento Zoo, Junior Science Museum, and History Museum require additional mid-day cleaning due to the high volume of visitors who use these facilities.	400.00
Decrease holidays. The original contract specified that the vendor would have twelve holidays per year. The City of Sacramento now only closes its facilities for ten holidays per year; therefore, two holidays must be converted to work days.	54.00

Service Change

Monthly Cost

Increase Minimum Salary. Both parties have agreed to raise the minimum salary for all janitors to \$5.00 per hour in order to maintain a more stable, reliable cleaning staff. This concept was successfully incorporated into the Burns Security contract and has resulted in a lower turnover rate among Burns employees as well as an increased level of security for City facilities. \$ 315.00

Enhance Floor/Carpet Care. Able has agreed to establish a special floor crew and to purchase the required equipment to annually clean all carpets as well as conduct monthly carpet spot cleaning for all facilities. Upon approval, a monthly spot cleaning timetable will be submitted to the Service Contract Inspector. In addition, a more definitive floor waxing/buffing schedule will be established, utilizing the new floor crew. 565.00

In addition to these described changes, Able is installing a new automated telephone answering system, which will assist in seeing that their quality assurance supervisor is aware, as early as possible, that employees may be absent, late, etc. This change should also assist in enhancing the overall level of custodial service that the City receives.

FINANCIAL

The total anticipated 1986-87 costs related to the proposed increase in the janitorial service contract are \$3,378. Sufficient funds are available from cost savings within the utility line item of the Facility Management Division's budget to pay for this adjustment. Therefore no additional funds will be required at this time for this program.


Estimated 1987-88 costs associated with the change in the level of janitorial services will total \$27,024. This amount was not included within the 1987-88 Proposed Budget for the department. The 1987-88 Facility Management Division's budget may require an augmentation in order to cover costs associated with the recommended service revisions.

RECOMMENDATION

Staff is generally pleased with the level of service provided by the Able Building Maintenance Company. The proposed changes to agreement 86020 should serve to enhance the appearance of various highly-used municipal facilities and improve the overall quality of City custodial services. 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 agreement 86020, incorporating the services and costs thereof described in this report.
2. Amends the 1986-87 Approved Budget for the Facility Management Division by transferring \$3,378 from utility savings (101-190-1933-0000-4221) to contractual services (101-190-1933-0000-4231) to pay for 1986-87 costs associated with the revision of Agreement 86020.

Respectfully submitted,



FRANK MUGARTEGUI
Director of General Services

RECOMMENDATION APPROVED:

Walter J. Crist

FOR JACK CRIST
Deputy City Manager

May 21, 1987
All Districts

87.101

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING AGREEMENT 86020 AND THE 1986-87 APPROVED BUDGET FOR THE DEPARTMENT OF GENERAL SERVICES

WHEREAS, the proposed changes to janitorial services agreement 86020 should serve to enhance the appearance of various highly-used municipal facilities 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 agreement 86020, incorporating the services and costs thereof described in the report dated May 13, 1987.
2. The 1986-87 Approved Budget for the Facility Management Division is hereby amended by transferring \$3,378 from utility savings (101-190-1933-0000-4221) to contractual services (101-190-1933-0000-4231) to pay for 1986-87 costs associated with the revision of Agreement 86020.

MAYOR

ATTEST:

CITY CLERK