



TO: Board of Contracts and Awards
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer *KOK*
Justin E. Davis, Interim Facilities Manager, Public Works
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Chuck Blankenship, Finance/Purchasing
SUBJECT: Custodial Services at Tacoma Police Headquarters
Contract increase and extension
Washington State Contract #00508, Work Contract # 21061,
Contract No. 4600008172 – May 20, 2014
DATE: May 6, 2014

SUMMARY:

The Public Works Department, Facilities Management Division requests approval to extend the term of Contract No. 4600008172 with American Custodial Inc., Tacoma, WA, an additional four years, in one-year increments, and increase the contract by \$369,600.00, sales tax not applicable, for custodial services at the Tacoma Police Campus. This will extend the contract expiration to May 31, 2018, and bring the contract to a cumulative amount of \$544,600.00, sales tax not applicable.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an open, effective, results-oriented organization.
- Strengthen and support public safety, human services, public education, and diverse higher learning opportunities in Tacoma.

This contract provides janitorial services to the Tacoma Police Department (TPD) campus providing a clean and safe environment for Tacoma Police to provide public service.

BACKGROUND:

ISSUE: The increase and time extension to this contract will allow Public Works to continue to provide custodial services to the Tacoma Police Campus.

ALTERNATIVES: The alternative is to allow the current contract to expire and reissue a call for bids for janitorial services at the Tacoma Police Campus.

CONTRACT HISTORY: Utilizing State Contract #00508, on November 13, 2011, Public Works, Facilities Management through the State Department of Enterprise Services, solicited for janitorial services for the Tacoma Police Campus. On December 12, 2011, the State notified Facilities Management of an apparent successful bidder. Unfortunately, the owner of the company was unable to meet specific requirements of the contract and on March 29, 2012, Facilities Management received approval to move to the next apparent successful bidder, American Custodial Inc., in Tacoma, WA. On June 1, 2012, Facilities Management entered into a one-year Services Contract #4600008172 with American Custodial Inc. in the amount of \$83,991.50, sales tax not applicable. Per the State master contract #00508 renewal language, Facilities Management executed a one-year extension through May 31, 2014, in the amount of \$91,008.50, sales tax not applicable, for a total amount of \$175,000.00, sales tax not applicable. This proposed increase will bring the contract to a cumulative amount of \$544,600.00, sales tax not applicable, and extend services through May 31, 2015, with the option to extend three additional one-year periods (cumulative of six years) through May 31, 2018.



SUSTAINABILITY: As an appendix to the original solicitation, Facilities Management worked with the City’s Office of Sustainability to include requirements for both the equipment and supplies that are to be used as part of the contract. The requirements were developed on the basis of the City’s preference to utilize environmentally safe cleaning products, supplies and procedures such as Green Seal certified cleaners, products that contain post-consumer recycled content, and cleaning procedures that require the least amount of these products.

SBE/LEAP COMPLIANCE: Not Applicable.

RECOMMENDATION:

The Public Works Department recommends an extension and an increase to the contract be awarded to American Custodial Inc. to continue to provide janitorial services to the Tacoma Police Department Campus.



FISCAL IMPACT: The full fiscal impact is \$369,600.00, sales tax not applicable, for the additional four years. The current biennial impact is \$53,900.00, sales tax not applicable. The expenditure is budgeted in Fund 5700, Cost Center 824900, with the revenue source being rent revenues from facility tenants.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700, Municipal Building Acquisition & Operations	824900	5330100	\$369,600.00
TOTAL			\$369,600.00

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Facility Rent Revenue	824900	4347120	\$369,600.00
TOTAL			\$369,600.00

POTENTIAL POSITION IMPACT: N/A

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
N/A			
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 53,900.00 (seven months)

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.