



**TO:** Board of Contracts and Awards  
**FROM:** Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer *1/KD*  
Justin E. Davis, Facilities Division Manager, Public Works  
Jeff Paradee, Operations Manager, Facilities  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and  
Joe Parris, Finance/Purchasing  
**SUBJECT:** Increase for Municipal Complex Janitorial Services  
Washington State Contract No. 00508 – June 28, 2016  
**DATE:** June 14, 2016

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**SUMMARY:**

The Public Works Department requests approval to increase Contract No. 4600010891 with American Custodial, Inc., Tacoma, WA, by \$758,117.77, for a total contract amount of \$903,000, sales tax not applicable, for janitorial services at the Tacoma Municipal Complex through June 30, 2020.

**STRATEGIC POLICY PRIORITY:**

- Assure outstanding stewardship of the natural and built environment.

This amendment will provide for an increase and extension to the existing Municipal Complex janitorial contract which will maintain a clean and functional environment for employees and citizens.

**BACKGROUND:**

ISSUE: Utilizing the State of Washington Contract No. 00508, Facilities previously completed the selection process for a replacement janitorial contract for the Municipal Complex and entered into a one-year contract with American Custodial, Inc. (ACI) to provide full-time janitorial cleaning at an annual cost of \$144,882.23 for the term July 1, 2015 through June 30, 2016.

Through the State’s contract, a request for quote and qualifications (RFQQ) was advertised on the State’s website in April 2015. A mandatory site visit was held April 16, 2015. Twenty-nine firms preregistered for the site visit, of which 23 attended. Questions were collected by Facilities staff and responses forwarded to the State for inclusion in the final contract. After the 30-day bid period, 14 responses were received. Five of the 14 were rejected by the State due to deficiencies on their submittals, which left nine for State and City evaluation. After the evaluation by the State and City, the most qualified custodial vendor was ACI.

ALTERNATIVES: The alternative is to allow the contract to expire and reissue a call for bids for janitorial services at the Municipal Complex.

COMPETITIVE SOLICITATION: The contract was originally awarded to ACI in June 2015, as a result of the State of Washington Contract No. 00508, RFQQ No. 21857. The contractor has agreed to increase the contract at the same prices, terms and conditions as the original contract.

CONTRACT HISTORY: The original contract was awarded in the amount of \$144,882.23. This increase will bring the contract to a total amount of \$903,000, sales tax not applicable. This is the first increase and extension to the contract.



**RECOMMENDATION:** The Public Works Department requests approval to increase Contract No. 4600010891 with American Custodial, Inc., Tacoma, WA, by \$758,117.77, for a total contract amount of \$903,000, sales tax not applicable, for janitorial services at the Tacoma Municipal Complex through June 30, 2020.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5700 Municipal Building Acquisition and Operation	825100	5320100	\$903,000.00
<b>TOTAL</b>			

\* General Fund: Include Department

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$89,925.04

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** N/A