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**TO:** Board of Contracts and Awards  
**FROM:** *For* Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer *CK*  
Justin E. Davis, Facilities Management Division Manager, Public Works  
Jeff Paradee, P.E., Operations and Maintenance Manager, Facilities Management  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Doreen Klaaskate, Senior Buyer, Finance/Purchasing  
**SUBJECT:** Increase Contract for Janitorial Services for Police Substations and Range Specification No. PW15-0602F, Contract No. 4600011784 – July 30, 2019  
**DATE:** July 15, 2019

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**RECOMMENDATION SUMMARY:**

The Public Works Department requests approval to increase Contract No. 4600011784 with American Custodial Inc, Tacoma, WA, by \$158,367.12, for a cumulative total of \$300,000.00, plus any applicable taxes, for janitorial services at the Tacoma Police Department Substations, Marine Security Operations Center, and Harrison Firing Range.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

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

**BACKGROUND:**

ISSUE: In June 2016, Public Works entered into a contract with American Custodial Inc for janitorial services at the five Tacoma Police Department (TPD) Substations and Harrison Firing Range (Range), in the amount of \$77,040.00, for the first two years of the contract period with a projected five-year cumulative contract total of \$193,180.60.

In June 2018, Public Works amended the contract to include the Marine Security Operations Center (MSOC), extended the termination date to June 2, 2019, and increased costs to reflect the substantial prevailing wage cost increase for Building Service Workers. This amendment totaled \$64,592.88, bringing the current total contract amount to \$141,632.88.

Due to a new methodology in the determination of prevailing wage rates by the Washington State Department of Labor and Industries, the new five-year cumulative estimate for the contract is expected to be \$300,000.00.

ALTERNATIVES: Alternatively, we could significantly reduce level of service for janitorial services at the listed facilities and enter into a month-to-month contract for new service level, until a new contract can be created, bid, reviewed, approved, and awarded.



**COMPETITIVE SOLICITATION:**

In December 2015, Public Works published Request for Proposal (RFP) PW15-0602F, for Janitorial Services at the TPD Substations and Range located at:

Sector 1 Substation (Central), 1524 Martin Luther King Way  
Sector 1 Substation (Northeast), 4731 Norpoint Way NE  
Sector 2 Substation (North), 5140 North 26<sup>th</sup> Street  
Sector 3 Substation (Wapato), 1501 South 72<sup>nd</sup> Street  
Sector 4 Substation (Stewart Heights), 400 East 56<sup>th</sup> Street  
Harrison Firing Range, 101 McMurray Rd

Twelve (12) companies were invited to bid in addition to normal advertising of the project. Four (4) proposals were received and opened January 12, 2016.

**CONTRACT HISTORY:** In June 2016, Public Works entered into a contract with American Custodial Inc for janitorial services at the five TPD Substations and Range, in the amount of \$77,040.00, for the first two years of the contract period with three one-year renewal options.

Amendment No. 1 - In June 2018, Public Works amended the contract to include the MSOC, extended the termination date to June 2, 2019, and increased costs to reflect the substantial prevailing wage cost increase for Building Service Workers. This amendment totaled \$64,592.88, bringing the current total contract amount to \$141,632.88.

**SUSTAINABILITY:** Purchase and use of "green" building cleaning and service products is encouraged as part of this contract. The least toxic products that will perform necessary cleaning will be utilized. As part of waste disposal, recyclable materials are separated and discarded in appropriate bins.

**SBE/LEAP COMPLIANCE:** Not Applicable



**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – PWF Municipal Building Operations	824900, 226700	5320100	\$158,367.12
<b>TOTAL</b>			<b>\$158,367.12</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 – PWF Municipal Building Operations (Rent Revenue)	Various	4347120	\$158,367.12
<b>TOTAL</b>			<b>\$158,367.12</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$75,000.00**

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

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