

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: November 18, 2024
Reviewed by: NA

SUBJECT: Public Works Annual Maintenance Contract Renewal: Karla's Janitorial Services, Contract C18-62

REPORT BY: Jamira Johnson, Management Analyst
Devora Zauderer, Program Manager
Mark Hurley, Public Works Director/City Engineer

SUMMARY

This report recommends that the Council adopt a resolution authorizing the City Manager to amend Contract No. C18-62 with Karla's Janitorial Services (Karla's). This amendment to the contract is valued at \$236,745.06. Amendment 10 would:

- Extend the contract through June 30, 2025
- Adjust the compensation by 2%
- Reflect the addition of City-provided janitorial services for the Memorial Park Child Care facility

The vendor has delivered quality services at a competitive rate. Janitorial services are budgeted as part of the Public Works Operating Budget, and no additional appropriations are recommended at this time.

STAFF RECOMMENDATION

That the Council adopt Resolution No. 2024-79, authorizing the City Manager to execute Amendment #10 to Contract No. C18-62 with Karla's Janitorial Services, extending the contract for an additional year, and increasing the contract amount by \$236,745.06, using funds appropriated as part of the Public Works Operating Budget.

BACKGROUND

Karla's Janitorial currently provides cleaning & maintenance services for all City buildings, the Library, and City parks restroom facilities. Alameda County reimburses the City for services provided for the Library. The costs for the remaining services are shared over the Public Works Buildings & Facilities Maintenance and Parks Maintenance programs.

The current contract for janitorial services was awarded in June 2018, with a 3-year term (Resolution No. 2018-80). The City issued an RFP (Request for Proposals) in April of that

same year and awarded Contract No. C18-62 to Karla's, the lowest responsive and responsible bidder. A one-year extension was approved by Council in June 2021 (Resolution No. 2021-53), another in October 2022 (Resolution No. 2022-106), and another in June 2023 (Resolution No. 2023-46). The contract amendment recommended for approval in this staff report would be the fourth one-year extension to the contract.

Other than previous contract amendments as noted above, additional amendments to Contract No. C18-62 include adjustments to scheduled janitorial services in response to changing City needs, as well as correction of an error in the Living Wage rate.

DISCUSSION

Contract Extension

Over the recent year, Karla's has continued good communication with staff and has appropriately responded to any concerns. Staff recommends extension of the contract for one year to continue janitorial maintenance of City buildings & facilities without interruption of services.

Compensation Adjustment

Janitorial staff are covered under the City's Living Wage Ordinance. The City's Living Wage will increase as per City practices this coming year. As the cost of janitorial services depends heavily on labor costs, a 2% compensation increase is reasonable.

Memorial Park Child Care Facility

The Memorial Park Child Care facility was previously leased to the Kids Speaking Spanish Preschool (KSS), who for the previous fiscal year administered janitorial services for the facility through their own provider. KSS has since vacated the facility and the City's Recreation and Community Services Department now uses the facility for Friendship Club after school programs. Janitorial services have been added back into the contract scope, resulting in the appropriate increase in price. This line item is included in the contract scope in Exhibit A, attached.

SUSTAINABILITY CONSIDERATIONS

The contract for professional janitorial services provides necessary routine interior cleaning and specified building maintenance services for the City of Albany. This provides a safe, healthy work environment for City staff and clean facilities for Albany residents and visitors. Karla's staff have received annual training in recycling and organics waste diversion. This training and the services provided help the City comply with environmental requirements.

FINANCIAL CONSIDERATIONS

The costs for FY 2024-25 are as follows for the proposed one-year renewal.

Contract No.	Current Vendor	Annual Amount
C18-62	Karla's Janitorial	\$236,745.06

The costs for all services have been budgeted as part of the previously appropriated Public Works Annual Operating Budget and no budget adjustments are needed at this time.

Staff anticipates soliciting a new contract which would take effect in FY2025-2026.

Attachments

1. Resolution No. 2024-79
2. Contract No. C18-62 Amendment #10 with Exhibit A

**CONTRACT #C18-62
AGREEMENT FOR MAINTENANCE SERVICES
BETWEEN
THE CITY OF ALBANY
AND
Karla's Janitorial Services**

**FOR PROJECT:
Janitorial Services**

AMENDMENT OF AGREEMENT #10

This AMENDMENT OF AGREEMENT FOR MAINTENANCE SERVICES is made and entered into on this ____ day of _____, 2024, by and among the City of Albany a California charter city ("CITY") and Karla's Janitorial Services, ("CONTRACTOR").

In consideration of the mutual covenants and conditions set forth herein Contract No. C18-62, the parties agree as follows:

By mutual agreement, Contract #C18-62 shall be modified as follows:

The end date for the agreement shall be extended to June 30, 2025.

Compensation for the AMENDMENT OF AGREEMENT shall be in the amount not to exceed \$236,745.06, as set forth in the attached Exhibit A.

All work shall continue to be in compliance with Contract No. C18-62, and in accordance with the approved Scope of Work, including any agreed upon modifications or extensions to the Scope of Work.

IN WITNESS WHEREOF, the parties hereto have caused this AMENDMENT OF AGREEMENT to Contract No. C18-62 to be executed the day and year first above written.

CITY OF ALBANY:

By _____
Nicole Almaguer,
City Manager

CONTRACTOR:

By Sheyla Garcia
(Authorized Officer)

Attest _____
City Clerk

Attachments:

- Exhibit A: Combined Cost Schedule

EXHIBIT A
City of Albany Cost Proposal

	Service Address	Monthly Cost	No. Months	Annual Cost
City Buildings				
Administration Building	1000 San Pablo	\$ 2,100.11	12	\$ 25,201.32
Community Center	1249 Marin Ave	\$ 3,546.83	12	\$ 42,561.96
EOC Building	1000 San Pablo	\$ 419.87	12	\$ 5,038.44
Firehouse (Semi-annual)	1000 San Pablo	\$ 927.28	2	\$ 1,854.56
Memorial Park Child Care (KSS)	1331 Portland Ave	\$ 998.95	12	\$ 11,987.40
Ocean View Child Care Center	900 Buchanan St	\$ 990.14	12	\$ 11,881.68
Police Station	1000 San Pablo	\$ 1,957.32	12	\$ 23,487.84
Public Works Service Center	540 Cleveland Ave	\$ 1,968.00	12	\$ 23,616.00
Senior Center	846 Masonic Ave	\$ 1,362.67	12	\$ 16,352.04
Senior Youth Annex	842 Masonic Ave	\$ 430.09	12	\$ 5,161.08
Library	1249 Marin Ave	\$ 3,643.16	12	\$ 43,717.92
City Parks				
Peggy Thomsen Pierce Street Park	720 Pierce St	\$ 515.79	12	\$ 6,189.48
Terrace Park Exterior Restrooms	350 Terrace Dr	\$ 527.84	12	\$ 6,334.08
Memorial Park Exterior Restrooms	1331 Portland Ave			
	<i>May thru September</i>	\$ 597.15	5	\$ 2,985.75
	<i>October thru April</i>	\$ 527.84	7	\$ 3,694.88
Ocean View Park Exterior Restrooms	900 Buchanan St			
	<i>May thru September</i>	\$ 597.15	5	\$ 2,985.75
	<i>October thru April</i>	\$ 527.84	7	\$ 3,694.88

\$ 236,745.06