



STAFF REPORT

CITY of YORBA LINDA

PARKS AND RECREATION DEPARTMENT

DATE: JUNE 18, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MIKE KUDRON, DIRECTOR OF PARKS AND RECREATION
PREPARED BY: BRAD SKEENE, PARKS AND
FACILITIES SUPERINTENDENT

SUBJECT: CONTRACT AMENDMENT FOR JANITORIAL SERVICES AT CITY
FACILITIES

RECOMMENDATION

It is recommended that the City Council approve a contract amendment, in the amount of Three Hundred Eighty One Thousand Two Hundred Seventy One Dollars and Thirty Two Cents (\$381,271.32), for Janitorial Services at City facilities to Merchants Building Maintenance, LLC., of Santa Ana, CA, extending the period of service for one additional year from July 1, 2024, to June 30, 2025, and authorize the Mayor to sign said amendment.

BACKGROUND

Due to the amount of labor needed and capital investment required to be properly equipped to provide janitorial services at City facilities, this maintenance agreement was structured with a three-year initial term and the flexibility to offer a total of two (2) one-year extensions to create opportunities for long-term relationships. This allows vendors to justify hiring the proper amount of labor and would give the vendor the confidence needed to move forward on the purchase of new equipment, which translates into better service and completion of tasks per schedule.

DISCUSSION

Per the provisions of the current agreement, Merchants Building Maintenance, LLC. would like to extend and amend the current maintenance agreement with the City for the second and final one-year extension, along with an overall increase of 7%, (3.1% CPI increase and a 3.9% increase for additional services) from the first extension to the agreement. The additional services are for extra work and supplemental cleaning at the Library.

Contract extensions are included in the City contract documents in order to allow the City to continue working with high quality contractors once they secure the contract through the competitive bidding process. Merchants Building Maintenance, LLC. has provided high quality and responsive service. Staff is more than satisfied with the performance of the

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vendor and desires to extend the agreement. This extension represents the second of the two potential extensions to the original contract agreement.

The janitorial services in the agreement are performed at City Hall, Thomas Lasorda Jr. Field House, Community Center, City Yard, Public Library, Susanna Bixby Bryant Museum, Cultural Arts Center, and the Police Services building.

FISCAL IMPACT

With the approval of this extension, the annual expenditure for FY 24/25 is not to exceed \$381,271.32. The funds for this extension have been appropriated in the FY 24/25 operating budgets of the appropriate departments (Parks and Recreation, Library, and Police Services).

ALTERNATIVES

Do not approve a contract amendment and provide direction to staff.

ATTACHMENTS

A. Amendment No. 2 Merchants Building
