

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE MASTER SERVICES AGREEMENT CONTRACT FOR CITY-WIDE CUSTODIAL SERVICES WITH THE KEY PEOPLE, LLC THROUGH 2025**

**NO. 2024-045**

WHEREAS, in June of 2023, City Council instructed staff to assess the option of bringing custodial services in-house. Staff indicated they would bring custodial services in-house for one City building (Municipal Services Center) in early 2024 and report back to Council in summer 2024 about the efficacy of this service;

WHEREAS, the City contracted city-wide programmatic custodial services to The Key People, LLC (“Contractor”) from January 1, 2024 to May 31, 2024;

WHEREAS, to allow for adequate time to complete the assessment of the effects of bringing custodial services in-house without causing a lapse in custodial services, the City Manager has determined extending the current agreement with the Contractor for one year without engaging in a competitive solicitation for the Services needed during that year is in the best interest of the City and the City Manager has approved a sole source waiver in accordance with the City’s procurement policy;

WHEREAS, if City Council elects to bring custodial services in-house, Staff will prepare for this transition over the next several months with an anticipated start date of June 1, 2025. If City Council elects to continue procuring custodial services through external contractors, Staff will issue an RFP for services with an anticipated start date of June 1, 2025;

WHEREAS, the amendment to the Agreement will cause the potential aggregate cost of the Agreement to exceed \$250,000. Pursuant to the City’s procurement policies and the City Manager’s commitment to the City Council, the City Council must approve all procurements exceeding \$250,000.00; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO, AS FOLLOWS:

**SECTION 1. Findings.** The recitals to this resolution are incorporated as findings of the City Council. This resolution is found to be necessary for the preservation of public health, safety, and welfare and in the public interest.

**SECTION 2. Award of Contract Extension.** The award of the contract extension for City-Wide Custodial Services to The Key People, LLC is hereby approved, subject to the successful finalization of an amendment to the current Master Services Agreement with the Contractor on terms acceptable to the City Manager.

**SECTION 3. Authorization to Negotiate.** The City Manager is hereby authorized to negotiate and finalize the details of the amended contract with The Key People, LLC, including final pricing and payment terms.

**SECTION 4. Execution and Attestation.** Upon successful finalization of the contract amendment and approval as to form by the City Attorney, the City Manager is hereby authorized to execute, and the City Clerk to attest the amended contract on behalf of the City.

RESOLVED AND PASSED THIS 6TH DAY OF MAY 2024.

CITY OF COMMERCE CITY, COLORADO

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Steven J. Douglas, Mayor

ATTEST

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Dylan A. Gibson, City Clerk