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A RESOLUTION AUTHORIZING THE AMENDMENT AND RENEWAL OF CONTRACT FOR CITYWIDE CUSTODIAL SERVICES TO TOWN AND COUNTRY DEVELOPMENT CORPORATION D/B/A THE KEY PEOPLE COMPANY

Summary & Background

The purpose of this resolution is to authorize award of a 1-year contract (with one, 1-year renewal option) for citywide custodial services to Town and Country Development Corporation d/b/a The Key People Company. The base amount of the contract shall not exceed \$1,085,661.12; plus, additional services up to an amount not to exceed \$15,000 per year (without prior City Council approval). Total aggregate amount not to exceed \$1,115,661.12.

- In October 2021, Public Works Facilities Division conducted a competitive bidding process for the delivery of the City's custodial services for all City buildings.
 - The Town and Country Development Corporation/The Key People Company was the successful bidder.
- In December 2021, staff proposed Resolution # 2021-109 authorizing expenditure for a 3-year contract (1 year - with two, 1-year renewal options) in the amount of \$1,603,404.77; plus, additional services in an amount not to exceed \$15,000 per year with Town and Country/Key People for the delivery of custodial services from 01/01/2022 through 12/31/2024.
 - City Council passed Resolution # 2021-116 authorizing 1 year of the proposed 3-year contract in the amount of \$523,920; plus, additional services in an amount not to exceed \$15,000.
- City Council further instructed staff to conduct an analysis in relation to the viability of providing all city-wide custodial services with City employees rather than through contracted custodial services.
 - Staff contracted with Carole's Commercial Cleaning Inc. to conduct an analysis on the viability, cost effectiveness and efficacy of providing all custodial services with City employees rather than through contracted services.

- In a November 2022 City Council Study Session, staff and Carole's Commercial Cleaning Inc. representatives presented City Council with the findings and recommendations of the analysis in relation to providing all custodial services with City employees rather than through contracted custodial services (November 2022 report and presentation attached)
 - Council Study Session discussion included commentary ranging from keeping the current Hybrid custodian configuration to replacing the custodial contractor with full-time City employees.

Staff Responsible (Department Head): Joe Wilson, Director of Public Works

Staff Presenting: Mike Brown, Deputy Director of Operations

Financial Impact: Total aggregate expenditure of \$1,115,661.12 - for a 1-year contract (with one, 1-year renewal option); plus, 2 years of additional services not to exceed \$15,000 each year.

Funding Source: Proposed 2023 Facilities Division Operating Budget (for year one of the contract)

Staff Recommendation: A Resolution Authorizing the Amendment and Renewal of Contract for Citywide Custodial Services to Town and Country Development Corporation D/B/A The Key People Company. The base amount of the contract shall not exceed \$1,085,661.12; plus, additional services up to an amount not to exceed \$15,000 per year. Total aggregate not to exceed \$1,115,661.12.

Suggested Motion: Move to Approve A Resolution Authorizing the Amendment and Renewal of A Contract for Citywide Custodial Services to Town and Country Development Corporation D/B/A The Key People Company.