



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 10

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** February 22, 2022  
**SUBJECT:**  
City Wide Custodial Services – Agreement Amendment

### RECOMMENDATION:

Approve Amendment No. 5 to the agreement with Imperial Maintenance Services, Inc. for custodial services to increase the annual commitment in the amount of \$67,291 to cover modified scope of services; extend the term through June 30, 2023; authorize the Public Works Director to and make minor modifications to frequency of scope of work and execute the amendment in substantially the form presented.

### BACKGROUND:

Public Works provides janitorial services for the majority of the City's facilities through an agreement with Imperial Maintenance Services, Inc. (Imperial), approved by City Council on January 16, 2018. The original term of this agreement from February 1, 2018 through June 30, 2020 was extended annually by Amendments including Amendment No. 4, which extended it through June 30, 2022. Given the ongoing fluctuations in service requirements requested by various City departments for their associated facilities, the scope and cost will be adjusted as follows for the one-year extension and the remaining (2) one-year extensions with other terms unchanged.

1. Increase day porter one hour each day, five days a week at Beresford Recreation Center for a service increase of \$926.55/month.
2. Increase site allocation by one hour each day, five days a week at WWTP for extra detailed cleaning for a service increase of \$925.55/month.
3. Add one day porter for two hours a day, five days a week at Martin Luther King Jr. (MLK) Recreation Center for a monthly cost of \$1,853.10.
4. Perform monthly floor spray and buff at MLK Recreation Center for a monthly cost of \$395.12.
5. Clean Police barracks mid-day six days a week for a monthly cost of \$1,044.00.
6. Substitute janitorial services from Street/Traffic trailer to First Vehicle Services auto shop at the Public Works Corporation Yard and increase site allocation by ½ hour each day five days a week for a monthly increase of \$463.27.

Based on the above changes in scope, the total annual additional cost for janitorial service will increase from \$830,454 to \$897,745. The remaining terms of the Agreement remain in full force and effect. However, based on mutual agreement, the City has the authority to adjust frequency of scope in the future when there is no cost increase to the agreement.

### BUDGET IMPACT:

Sufficient funding for custodial services is available as a budgeted expense within each City department that utilize City facilities as a General Fund Allocation.

**ENVIRONMENTAL DETERMINATION:**

This Amendment is categorically exempt from CEQA as an “existing facility,” because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Amendment

**STAFF CONTACT**

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