



## Staff Report

**TO:** City Council  
**FROM:** Elizabeth Gibbs, Community Services Director  
**DATE:** April 20, 2021  
**SUBJECT:** **Second Amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc., for Custodial Services**

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### **Background and Analysis:**

In October of 2020, the City executed a \$23,250 contract with Jan-Pro of Ontario, Inc., (Jan-Pro) for custodial services. This contract was awarded in accordance with Beaumont Municipal Code Chapter 3.01.040, which requires an informal bidding procedure for maintenance work and other general service projects with cost estimates between \$45,000 and \$175,000 (Attachment A).

On December 1, 2020, City Council approved an amendment to the agreement to add the custodial services of the Police Department and Police Annex (Attachment B). This addition allowed City Grounds Maintenance staff to return to assignments in the field. This amendment was to continue services for the remainder of FY2021.

With the reopening of the Albert A. Chatigny Sr. Community Recreation Center (CRC) to host a vaccine clinic for the County of Riverside (County), it is necessary to implement additional custodial services in the building. Jan-Pro has agreed to clean the areas of the building being used by the County during the vaccine clinic for an additional monthly amount, as well as conduct a one-time deep cleaning of the entire facility now that the Boys and Girls Club have vacated the building (Attachment C). As part of the lease agreement with the County, the monthly costs for cleaning will be reimbursed to the City (Attachment D).

The additional costs are as follows:

Community Recreation Center (Vaccine Clinic)	March 2021-June 2021	\$2,490.00/monthly (County to reimburse)
One Time Deep Cleaning	January 2021-June 2021	\$2,800.00
<b>Total</b>		<b>\$10,832.26</b>

**Fiscal Impact:**

The City's monthly costs for cleaning the CRC vaccine clinic area will be reimbursed by the County as part of the executed lease agreement.

The one-time deep cleaning of the CRC will be absorbed in the current adopted budget.

With this Second Amendment, the new total contract amount with Jan-Pro will be Seventy-Three Thousand Nine-Hundred Twenty-Two dollars and Twenty-Six cents (\$73,922.26), an increase of Ten-Thousand Eight-Hundred Thirty-Two dollars and Twenty-Six cents (\$10,832.26).

**Recommended Action:**

Approve the second amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc., in the amount of Seventy-Three Thousand Nine-Hundred Twenty-Two dollars and Twenty-Six cents (\$73,922.26) and authorize the City Manager to execute the amendment on behalf of the City.

**Attachments:**

- A. Agreement for Maintenance Services
- B. First Amendment to the Agreement for Maintenance Services
- C. Second Amendment to the Agreement for Maintenance Services
- D. County of Riverside Lease Agreement