



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, Community Services Director
DATE: June 15, 2021
SUBJECT: **Third Amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc., for Custodial Services for Fiscal Year 2022 in an Amount Not to Exceed \$175,000**

Background and Analysis:

In October 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.

On April 20, 2021, City Council approved a second amendment to the agreement to add custodial services and a one-time deep cleaning of the Chatigny Recreation Center (CRC) when the City entered into a temporary lease agreement with the County of Riverside for the vaccine clinic (Attachment C). The clinic has since vacated the building, however recreational programming is underway and re-opening of the facility is anticipated in the coming weeks.

On June 1, 2021, City Council adopted the FY2022 City-wide budget, which included an allocation for custodial services. City staff recommends the continuation of service with Jan-Pro of Ontario, Inc., through next fiscal year for custodial services of City-owned facilities.

Fiscal Impact:

The City's costs for custodial services of City-owned facilities are included in the adopted FY2022 budget and allocated under General Ledger 100-6000-7068-0000. The estimated costs to prepare this report is \$98.

Recommended Action:

Approve the third amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc., in an amount not to exceed \$175,000 and authorize the City Manager to execute the amendment on behalf of the City, and Authorize City staff to issue a purchase order in that amount.

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. Third Amendment to the Agreement for Maintenance Services