



## Staff Report

**TO:** City Council  
**FROM:** Elizabeth Gibbs, Community Services Director  
**DATE:** December 1, 2020  
**SUBJECT:** **First Amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc., for Custodial Services**

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### **Background and Analysis:**

On August 18, 2020, the City Council amended the General Fund Budget to add \$70,000 for janitorial services. These funds were added to ensure building disinfection services in response to the COVID-19 pandemic. It also allowed the City to return two members of the Community Services Department to field operations.

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, City staff recently contacted several commercial custodial services contractors and scheduled a job walk and walk-through of all City-owned and occupied facilities in order to receive quotes for custodial services.

Three companies responded to the request and submitted quotes based on a rate per square foot of facilities to be cleaned and based on the scope of work to be performed. The scope of work includes daily, weekly, and monthly tasks to be completed on soft and hard surfaces to include cleaning and disinfecting. Of the bids received one bid was disqualified for being incomplete as it did not include all facilities in the quote. A second bid was received after the submittal deadline had expired and, therefore, deemed to be late and was disqualified. Jan-Pro of Ontario, Inc., (Jan-Pro) submitted a complete quote and within the allotted timeframe. The submitted documentation was reviewed and approved by City staff.

The City entered into an agreement with Jan-Pro for \$23,250, covering a limited amount of service and time, and in accordance with Beaumont Municipal Code Chapter 3.01.040, which allows for maintenance work and other general services project with costs estimates of \$25,000 or less to be awarded by the City Manager (Attachment A).

City staff continues to perform custodial services at Beaumont Police Department and Police Annex buildings.

To allow staff to return to the landscaping crews, it is prudent and more cost effective to continue the maintenance agreement with Jan-Pro through the end of the fiscal year (Attachment B).

The additional costs to each facility are as follows:

City Hall	January 2021-June 2021	
Bldg B	January 2021-June 2021	
Bldg D	January 2021-June 2021	
Bldg G	January 2021-June 2021	
Vehicle Maintenance	January 2021-June 2021	
Grounds Maintenance	January 2021-June 2021	
Wastewater Plant	January 2021-June 2021	\$7,750.00
	Sub-total 6 months	\$46,500.00
Police Department	December 2020-June 2021	
Police Annex	December 2020-June 2021	\$2,370.00
	Sub-total 7 months	\$16,590.00
	Total	\$63,090.00

**Fiscal Impact:**

Custodial service costs will be absorbed in the current adopted budget and allocated to 100-6000-7068-0000.

**Recommended Action:**

Approve the first amendment to the Agreement for Maintenance Services with Jan-Pro of Ontario, Inc. 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