



_____ CALENDAR
Agenda Item # ____

AGENDA REPORT SUMMARY

Meeting Date: June 27, 2023

Subject: Authorization for execution of Amendment 1 to the original agreement with IMPEC Group for Janitorial services

Prepared by: Manuel A. Hernandez, Parks & Recreation Director

Approved by: Gabe Engeland, City Manager

Attachment(s):

1. Attachment 1 – IMPEC Group Service Agreement Extension Proposal to City for 2023-2025

Initiated by:

Staff

Previous Council Consideration:

June 28, 2022

Fiscal Impact:

The following action will cost \$839,232.

- Breakdown of funds to be used :
 - o \$839,232 General Fund
- Amount already included in approved budget: Y
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- Janitorial services are an important aspect of a healthy work environment and inviting public spaces.
- The original agreement with IMPEC Group is renewable for four additional years.
- Amendment No. 1 would be the second and third year of the possible five-year total agreement term.
- Payments for janitorial services will not exceed \$419,616 each year of the two year term.
- IMPEC was selected as the janitorial services provider in 2022 through a competitive RFP process.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

- Staff feels IMPEC Group has provided satisfactory custodial services for the City over the last year and their previous history servicing the City facilities.

Staff Recommendation:

Authorize the City Manager to execute an amendment to the agreement with IMPEC Group for janitorial services in the amount of \$839,232 for two years on behalf of the City.

Purpose

Authorize the City Manager to execute an amendment to the contract with IMPEC Group for janitorial services in the amount of \$839,232 for two years on behalf of the City.

Background

Janitorial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts janitorial services for the cleaning of the buildings, facilities, parks and litter control within parks. Work is performed at the following locations, with scopes of services tailored to each unique location on daily, weekly, monthly and quarterly timeframes.

- Grant Park Community Buildings
- Municipal Services Center
- Los Altos Community Center
- Police Department
- PD Annex
- IT Annex
- City Hall
- Garden House
- Teen Center
- San Antonio Club
- 999 Fremont
- Gymnasiums (Blach, & Egan)
- City Parks

Discussion/Analysis

The City has been in a contract for janitorial cleaning services with IMPEC Group for one year under the current agreement. The four years prior IMPEC provided services under a previous agreement.

Amendment 1 is requesting a two-year contract extension that reflects a base contract amount slightly higher than the most recent contract year amount. IMPEC Group increased costs by 4% to reflect CPI. This was expected and was worked into the 2023/24 proposed budget. There was also



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an increase of \$559/month to add services for the soon to be operational Police sub-station (999 Fremont) and an additional day of service at the Community Center for anticipated expanded hours.

Staff feels the IMPEC Group has provided satisfactory janitorial services to the City of Los Altos during their time under the current agreement. They have worked well with staff in making schedule adjustments as well as providing special services whenever needed. Complaints about the custodial services the IMPEC Group provides has been minimal during this and past agreement.

Options

Authorize the City Manager to execute an amendment to the agreement with the IMPEC Group to extend the agreement dated July 26 2022 for an additional two-year term covering fiscal year 23/24 & 2024/25 in the amount not to exceed \$839,232.

Advantages: Continue janitorial cleaning services with the IMPEC Group that has provided satisfactory service and worked well with staff.

Disadvantages: None