



STAFF REPORT

Meeting Type: Board of Directors
Title: Amendment No. 1 to Miscellaneous Agreement (MA) 6165 – Janitorial Services
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: December 17, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Authorize the General Manager to execute Amendment No. 1 to MA-6165 with ML Cleaning, Inc. in the amount of \$228,427.48

SUMMARY: On January 17, 2023, the District awarded MA-6165, in the amount of \$228,427.48, to ML Cleaning, Inc. for the purpose of janitorial services at the Administration Building, Corporation Yard, Water Quality Lab, Sky Oaks Headquarters, San Geronimo Treatment Plant and Bon Tempe Treatment Plant locations. The agreement was for a two year term commencing February 1, 2023 and ending January 31, 2025.

The District has the option to extend the contract in one (1) year increments, for a third, fourth and fifth year of the agreement and will allow price adjustments not to exceed 10% for the optional years. At this time, the District would like to exercise the extension option for an additional two years through January 31, 2027, with Amendment No. 1 to MA-6165 and leave open the option to extend for the fifth year at the end of this two year term.

DISCUSSION: The District awarded MA-6165 to ML Cleaning, Inc. in the amount of \$228,427.48, a two-year agreement, for janitorial services covering the Administration Building, Corporation Yard, Water Quality Lab, Sky Oaks Headquarters, San Geronimo Treatment Plant and Bon Tempe Treatment Plant locations. Janitorial services covers cleaning, washing, dusting, vacuuming and sweeping at all locations on a daily and/or weekly basis, as well as quarterly and/or semi-annually floor strip, clean and waxing, shampooing carpeted areas, high area dusting and interior mirror and glass cleaning.

The agreement is due to expire on January 31, 2025. It is the desire of the District to amend MA-6165, to extend the janitorial services for an additional two-year term, which would expire on January 31, 2027.

ML Cleaning, Inc. has submitted their pricing proposal for the next two years of \$228,427.48, which is the same pricing as the current agreement, with no increase, for a total not to exceed amount of \$456,854.96.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Funding for this contract has been included in the FY 2024/25 Inter-Departmental Operating budget.

ATTACHMENT(S):

1. Amendment No 1 to Agreement for General Services between Marin Municipal Water District and ML Cleaning, Inc. (MA-6165)
2. Exhibit A – Scope of Services
3. Exhibit B – Billable Rates

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Finance		
	Bret Uppendahl Finance Director	Ben Horenstein General Manager