

**PUBLIC WORKS MEMORANDUM  
#4-2023**

**DATE:** Feb. 13, 2023  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Kent Kisselman, PE – Director of Public Works *FKK*  
**SUBJECT:** CR-18 – 2023 Janitorial Services

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**PURPOSE**

To consider CR-18, a resolution approving Addendum #2 to the agreement with Expert Contract Maintenance for 2023 janitorial services.

**BACKGROUND**

The 2023 Janitorial Services contract provides custodial services for the Water Treatment Facility, Wastewater Treatment Plant, Maintenance & Operations Facility (M&O), and the Northglenn Recreation Center, Senior Center & Theatre.

On Nov. 10, 2021, the City issued RFP 2021-022 for the 2022 Janitorial Services contract with a renewal option for three additional years. The contract was initially awarded to Expert Contract Maintenance and this is the first renewal option.

Expert Contract Maintenance has provided janitorial services for the water facilities and M&O for several years, and for the new recreation center since its opening.

**BUDGET/TIME IMPLICATIONS**

Addendum #2 is for the 2023 calendar year, and the City has the option to renew for an additional two years. Funds are allocated from the General Fund.

	<b>Amount</b>
General Fund – Public Works	\$33,104
General Fund – Parks, Recreation & Culture	\$136,520
<b>Total Funding Available</b>	<b>\$169,624</b>

**STAFF RECOMMENDATION**

Attached is CR-18, a resolution that, if approved, would authorize the Mayor to execute Addendum #2 to the agreement between the City and Expert Contract Maintenance for 2023 Janitorial Services in an amount not to exceed \$169,624. Staff recommends approval of CR-18.

**STAFF REFERENCE**

If Council members have any questions, please contact Kent Kisselman, Director of Public Works, at [kkisselman@northglenn.org](mailto:kkisselman@northglenn.org) or 303.450.4005.

CR-18 – 2023 Janitorial Services  
2023 Janitorial Services contract

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-18  
Series of 2023

\_\_\_\_\_  
Series of 2023

A RESOLUTION APPROVING ADDENDUM NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND EXPERT CONTRACT MAINTENANCE FOR 2023 JANITORIAL SERVICES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Addendum No. 2 to the Professional Services Agreement between the City of Northglenn and Expert Contract Maintenance, attached hereto, in an amount not to exceed \$169,624.00 for 2023 janitorial services is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**ADDENDUM #2 TO AGREEMENT FOR PROFESSIONAL SERVICES**

THIS SECOND ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and Expert Contract Maintenance (hereinafter referred to as "Contractor").

**RECITALS:**

A. On January 10, 2022 the City and Contractor entered into an Agreement for Professional Services for cleaning services (the "Agreement").

B. On March 14, 2022 the parties agreed through Addendum #1 to increase the scope of services to include the Justice Center facility through December 2022.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Contractor shall provide to the City, professional cleaning services as needed in the manner provided in the Agreement.

1. The Term of Services in the Agreement is hereby extended for one year commencing on January 1, 2023 and terminating on December 31, 2023.

2. The Scope of Services in the Agreement is hereby amended to include the scope of services for professional cleaning services attached hereto as **Exhibit A** and incorporated herein by this reference (the "Additional Scope of Services"). Contractor shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.

3. Compensation shall not exceed one hundred sixty-nine thousand six hundred twenty-four dollars (\$169,624) for the additional work described in **Exhibit B** to this Addendum #2.

4. The original Agreement is in full force and effect and is hereby ratified by the City and the Contractor. The original Agreement, Addendum #1 and this Addendum constitute all of the agreements between the City and the Contractor.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

**CITY OF NORTHGLENN, COLORADO**

By: \_\_\_\_\_

Meredith Leighty

Print Name

Mayor

Title

Date

ATTEST:

\_\_\_\_\_  
Johanna Small, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Corey Y. Hoffmann, City Attorney

**CONTRACTOR**

By: LaJone Heaton

Sales Exec      1-13-23

Title

Date

ATTEST:

Robert K. Weber

Ops Mgr.      1/13/23

Title

Date

**RATE SHEET**

**Daily Cleaning**

	Rate per Month	Rate for 12 Month (yearly)
<b>1. Water Treatment Facility</b>		
Filter Building	\$ 200 -	\$ 2400. -
Administration Building	\$ 332 -	\$ 3984. -
Laboratory	\$ 120 -	\$ 1440. -
E&M Office/Bathroom	\$ 44 -	\$ 528. -
<b>WTF Total Cost</b>	<b>\$ 696 -</b>	<b>\$ 8352. -</b>
<b>2. Wastewater Treatment Facility</b>		
Office/Bathroom	\$ 95 -	\$ 1140. -
Laboratory	\$ 169 -	\$ 2028. -
<b>WWTF Total Cost</b>	<b>\$ 264 -</b>	<b>\$ 3168. -</b>
<b>3. Maintenance and Operations Facility</b>		
Administration Building	\$ 998 -	\$ 11976. -
Fleet Maintenance	\$ 169 -	\$ 2028. -
<b>M&amp;O Total Cost</b>	<b>\$ 1167 -</b>	<b>\$ 14004. -</b>
<b>TOTAL FOR 3 FACILITIES</b>	<b>\$ 2127 -</b>	<b>\$ 25524. -</b>

**Floor Deep Cleaning**

	Single Event	Rate for 2 Events
<b>4. Water Treatment Facility</b>		
Filter Building	\$ 525 -	\$ 1050. -
Administration Building	\$ 430 -	\$ 860. -
Laboratory	\$ 0 -	\$ -
E&M	\$ 35 -	\$ 70. -
<b>5. Wastewater Treatment Facility</b>		
Administration Area	\$ 300 -	\$ 600. -
Laboratory Area	\$ 50 -	\$ 100. -
<b>6. Maintenance and Operations Facility</b>		
Administration Building	\$ 2400 -	\$ 4800. -
Fleet Services Area	\$ 50 -	\$ 100. -
<b>TOTAL FOR 3 FACILITIES</b>	<b>\$ 3790. -</b>	<b>\$ 7580. -</b>
<b>CONTRACT TOTAL FOR 3 FACILITIES</b>		<b>\$ 33104. -</b>

RATE SHEET  
Cleaning Chemicals Provided By The City

Recreation Center

		Monthly	Annual Rate
Daily Cleaning	Front Entrance/Hallways/Stairwells/Elevators/Common Areas	\$ _____	\$ _____
	Restrooms/Locker Rooms	\$ _____	\$ _____
	Custodial & Storage Closets	\$ _____	\$ _____
	Dressing Rooms & Green Rooms	\$ _____	\$ _____
	Children's Rooms	\$ _____	\$ _____
	Party Rooms	\$ _____	\$ _____
	2nd Floor Catering Kitchen	\$ _____	\$ _____
	2nd Floor Multi-Purpose Rooms	\$ _____	\$ _____
	2nd Floor Senior Center Rooms	\$ _____	\$ _____
	2nd Floor Cardiovascular/Weight Areas	\$ _____	\$ _____
	2nd Floor Track	\$ _____	\$ _____
	2nd Floor Aerobics/Fitness Rooms	\$ _____	\$ _____
	<b>TOTAL FOR DAILY CLEANING</b>	<b>\$ 9,785 -</b>	<b>\$ 117,420 -</b>
Weekly Cleaning	Theatre	Monthly Weekly Rate \$ 875	Annual Rate \$ 10,500 -
	<b>TOTAL FOR WEEKLY CLEANING</b>	<b>\$ 10,660 -</b>	<b>\$ 127,920 -</b>
Annual Cleaning (1x/Year)	High Dusting of Ducts/Grate - Gymnasium	Project Rate \$ 3,500 -	Annual Rate \$ _____
	Carpet Extraction - Entire Facility	\$ 600 -	\$ _____
	Power Wash - Exterior of Facility	\$ 1,300	\$ _____
	Clean Elevated Exterior Windows	\$ 3,200	\$ _____
	<b>TOTAL FOR ANNUAL CLEANING</b>	<b>\$ 8,600</b>	<b>\$ 8,600 -</b>
<b>CONTRACT TOTAL</b>			<b>\$ 136,520 -</b>