

PUBLIC WORKS MEMORANDUM
#12-2024

DATE: Feb. 26, 2024
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
Jason Loveland, Deputy City Manager *AL2*
FROM: Kent Kisselman, PE – Director of Public Works *FKK*
SUBJECT: CR-68 – 2024 Janitorial Services

PURPOSE

To consider CR-68, a resolution approving Addendum #3 to the agreement with Expert Contract Maintenance for 2024 janitorial services.

BACKGROUND

The Janitorial Services contract provides custodial services for the Water Treatment Facility, Wastewater Treatment Plant, Maintenance & Operations Facility, and the Northglenn Recreation Center.

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 second renewal option.

Expert Contract Maintenance has provided janitorial services for the City since 2011.

BUDGET/TIME IMPLICATIONS

Addendum #3 is for the 2024 calendar year, and the City has the option to renew for one additional year at an agreed upon amount between the City and the Contractor. Funds are allocated from the General Fund, Water Fund, and Wastewater Fund.

	Amount
General, Water, and Wastewater Funds – Public Works	\$38,448
General Fund – Parks, Recreation & Culture	\$144,570
Project Total	\$183,018

STAFF RECOMMENDATION

Attached is CR-68, a resolution that, if approved, would authorize the Mayor to execute Addendum #3 to the agreement between the City and Expert Contract Maintenance for 2024 Janitorial Services in an amount not to exceed \$183,018. Staff recommends approval of CR-68.

STAFF REFERENCE

If Council Members have any questions, please contact Kent Kisselman, Director of Public Works, at kkisselman@northglenn.org or 303.450.4005.

CR-68 – 2024 Janitorial Services
Addendum #3 to Janitorial Services Contract

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-68
Series of 2024

Series of 2024

A RESOLUTION APPROVING ADDENDUM NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND EXPERT CONTRACT MAINTENANCE FOR 2024 JANITORIAL SERVICES

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

Section 1. Addendum No. 3 to the Professional Services Agreement between the City of Northglenn and Expert Contract Maintenance, attached hereto, in an amount not to exceed \$183,018.00 for 2024 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 _____, 2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM #3 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS THIRD 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 #2 to increase the scope of services to include the Justice Center facility through December 2022.

C. On February 13, 2023 the parties agreed through Addendum #3 to extend the contract term by one year, commencing on January 1, 2023 and terminating on December 31, 2023 for an amount not to exceed one hundred sixty-nine thousand six hundred twenty-four dollars (\$169,624).

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, 2024 and terminating on December 31, 2024.

2. Compensation shall not exceed one hundred eighty-three thousand eighteen dollars (\$183,018) for the additional work described in **Exhibit B** to this Addendum #3.

3. The original Agreement is in full force and effect and is hereby ratified by the City and the Contractor. The original Agreement, Addendum #1, Addendum #2 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: _____

Title

Date

ATTEST:

Title

Date

RATE SHEET

2024

Daily Cleaning

	Rate per Month	Rate for 12 Month (yearly)
1. Water Treatment Facility		
Filter Building	\$ 216 ⁰⁰ -	\$ 2592-
Administration Building	\$ 360 ⁰⁰ -	\$ 4320-
Laboratory	\$ 128 ⁰⁰ -	\$ 1536-
E&M Office/Bathroom	\$ 45 ⁰⁰ -	\$ 540-
WTF Total Cost	\$ 749⁰⁰-	\$ 17976-
2. Wastewater Treatment Facility		
Office/Bathroom	\$ 150 ⁰⁰ -	\$ 1800-
Laboratory	\$ 185 ⁰⁰ -	\$ 2220-
WWTF Total Cost	\$ 335⁰⁰-	\$ 4020⁰⁰-
3. Maintenance and Operations Facility		
Administration Building	\$ 1080 ⁰⁰ -	\$ 12960-
Fleet Maintenance	\$ 175 ⁰⁰ -	\$ 2100-
M&O Total Cost	\$ 1255⁰⁰-	\$ 15060-
TOTAL FOR 3 FACILITIES	\$ 2,339⁰⁰-	\$ 28068

Floor Deep Cleaning

	Single Event	Rate for 2 Events
4. Water Treatment Facility		
Filter Building	\$ 525-	\$ 1050-
Administration Building	\$ 430-	\$ 860-
Laboratory	\$ 0-	\$ -
E&M	\$ 35-	\$ 70-
5. Wastewater Treatment Facility		
Administration Area	\$ 1000 ⁰⁰ -	\$ 2000-
Laboratory Area	\$ 200-	\$ 400-
6. Maintenance and Operations Facility		
Administration Building	\$ 2600-	\$ 5,200-
Fleet Services Area	\$ 400-	\$ 800-
TOTAL FOR 3 FACILITIES	\$ -	\$ 10380⁰⁰-
CONTRACT TOTAL FOR 3 FACILITIES		\$ 38448

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	\$ _____	\$ _____
	TOTAL FOR DAILY CLEANING	\$ 10,275⁰⁰	\$ 123,300⁰⁰
Weekly Cleaning	Theatre	\$ 960 ⁰⁰	Annual Rate \$ 11,520 ⁰⁰
	TOTAL FOR MONTHLY CLEANING	\$ 11,235⁰⁰	\$ 134,820⁰⁰
Annual Cleaning (1x/Year)	High Dusting of Ducts/Grate - Gymnasium	Project Rate \$ 4,000 ⁰⁰	Annual Rate \$ _____
	Carpet Extraction - Entire Facility	\$ 750 ⁰⁰	\$ _____
	Power Wash - Exterior of Facility	\$ 1,300 ⁰⁰	\$ _____
	Clean Elevated Exterior Windows	\$ 3,700 ⁰⁰	\$ _____
	TOTAL FOR ANNUAL CLEANING	\$ 9,750⁰⁰	\$ _____
CONTRACT TOTAL			\$ 144,570