



Item No. 13 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR
DAVID HUYNH, PW MAINTENANCE MANAGER**

DATE: JULY 17, 2019

**SUBJECT: APPROVE A 2-YEAR CONTRACT EXTENSION WITH TONY'S
CLEAN TEAM, LLC TO PROVIDE JANITORIAL SERVICES
WITH OPTIONS TO EXTEND FOR TWO ADDITIONAL YEARS**

RECOMMENDATION

Authorize a 2-year contract extension with options to extend for two additional years with Tony's Clean Team, LLC for the continuation of Janitorial Services with not-to-exceed amount of \$54,000 for Fiscal Year 2019-20; direct the City Attorney to prepare the extension; and authorize the City Manager to execute the agreement.

BACKGROUND

Tony's Clean Team, LLC became the Town's Janitorial Maintenance Services provider on a month to month basis in March 2019, after the termination of the contract with the Town's previous Janitorial Maintenance Service provider. The current contract is a month-to-month contract with a duration of 6-months, which ends in September 2019.

Town facilities have been fluctuating to accommodate construction of the new Town Center and Library. Tony's Clean Team has been able to accommodate the transition in facilities and locations and makes exceptional effort to ensure the Town is satisfied with their services. It is anticipated that adjustments through the construction will continue.

This contract is fully inclusive of labor, supplies and equipment necessary to maintain these facilities in good working order. The following is a list of included facilities and service levels required for each:

- Police Department (3 times per week)
- Temporary Restrooms Police Department (2 times per week)
This cleaning will be in lieu of the effort to clean the old Council Chambers
- Temporary Library (3 times per week)

- Temporary Town Administration (2 times per week)
- Temporary Permit Center (2 times per week)
- Park Playground Restrooms (7 times per week)
- Park Main House Downstairs Restrooms (2 times per week)
- Carriage House Restrooms (2 times per week)
- Little League Ballfield Restrooms (7 days per week)
- Periodic Cleaning of the Pavilion and Main House (upstairs) restrooms

ANALYSIS

In May 2019, Town staff actively began negotiations with Tony’s Clean Team to extend their existing services contract with the Town for a period of two (2) years plus a two (2) year option for renewal.

During negotiations with Tony’s Clean Team, staff discussed certain strategies to provide the Town with additional benefits as part of the contract extension. Staff and Tony’s Clean Team agreed to include additional janitorial services to the Park Main house upstairs bathrooms and Pavilion as required (1-2 times per month) at no additional cost to the Town.

As noted above, Town facilities have been fluctuating to accommodate construction of the new Town Center and Library, and it is anticipated that additional adjustments will be needed through the construction. Town staff and Tony’s Clean Team’s management continue to meet on a regular basis to refine and improve the services provided.

POLICY FOCUS

The City Council discussion should focus on the extension of the contract with our current provider versus a competitive rebid and felt that the current contract arrangement has been beneficial to the Town practically and economically. The Town has always contracted for Janitorial Services.

FISCAL IMPACT

The proposed Fiscal Year 2019-20 operating budget has sufficient funds to pay for these services out of the General Fund in the amount of \$54,000.

Tony’s Clean Team has agreed to lock the budget for the 2-year term of this contract extension including the 2-year option term.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item _____ has or X has not been before a Town Committee or Commission.

- _____ Audit/Finance Committee (meets every other month)
- _____ Bicycle/Pedestrian Committee (meets as needed)
- _____ Civic Center Advisory Committee (meets as needed)
- _____ Environmental Programs Committee (meets every other month)
- _____ Park and Recreation Committee (meets each month)
- _____ Planning Commission (meets each month)
- _____ Rail Committee (meets every other month)
- _____ Transportation Committee (meets every other month)

ATTACHMENTS

Attachment 1 –Tony’s Clean Team Proposal Letter



Customer information:

Town of Atherton
Town Administration Office
91 Ashfield Road
Atherton, Ca. 94027
650-752-0555
DHuynh@ci.atherton.ca.us

MAINTENANCE CONTRACT

Date: 6/26/19

Dear David,

Tony's Clean Team proposes to furnish all labor, supplies and equipment to complete the following services at:

Project Name: **Town of Atherton**

Project Address: **Town Center and at Holbrook-Palmer Park.**

Janitorial Maintenance Services (Total of 8 facilities).....\$54,000/year

TCT will provide janitorial maintenance services at the following facilities as per Exhibits A-1 to A10

Note: For the past months, we believe that we have proven ourselves by meeting everyone's requests and expectations. We now know what it takes to meet those expectations and that is why there is a bit of an increase on our monthly charge. This is due to additional labor and materials needed at each facility. The above price is for a 2 year contract with a 2 year extension. We will honor this price for a total of 4 years assuming that there won't be any increase in our scope of work.

The facilities included are:

- A1. Town Hall (Admin) – 150 Watkins (Temp Trailers)
- A2. Police Department – 83 Ashfield Road
- A3. Library – 2 Dinkelspiel Lane
- A4 Council Chambers – to be replaced with new temporary bathrooms for Police department
- A5. Permit Center – 150 Watkins (Temp Trailers)
- A7. Main House – 150 Watkins Ave
- A8. Carriage House – 150 Watkins Ave.
- A9. Playground Restrooms – 150 Watkins Ave.
- A10. Little League Restrooms – 150 Watkins Ave.

****(pavilion restrooms and main house's upstairs restroom shall be clean when needed or no more than 1-2 times a month at no additional charge)****

OTHER SERVICES THAT WE CAN PROVIDE

- **Window Cleaning. Separate pricing will be given.**
- **Roof, Gutter and Solar panels cleaning. Separate pricing will be given**
- **Final/Deep Cleaning. Separate pricing will be given**
- **General Labor Services: (We can provide labor force during construction.)**
- **Property Management/Building Maintenance (Daily/Weekly or per client's request.)**
- **Power washing (Patios, driveway, walls, etc.): Separate pricing will be given**
- **And More!**

- TCT takes the utmost care in the cleaning of glass, tile and fine stone. Previous scratches on these surfaces are often times not detectable until after they are cleaned, therefore we will not be held liable for previous damage to those types of surfaces.

- This estimate is per site visit and info emailed to us. This is also per our regular construction cleaning procedures, and does not include the removal of excess paint, concrete, caulking, glue, and stucco or water spots. A separate estimate will be discussed at the time of discovery of those items. Final pricing to be completed after at a later time and after doing a job walk to confirm plan information. This bid is valid for 30 days.

- Tony's Clean Team will provide team members to complete the services above. TCT is assuming that there won't be any heavy furniture or items that will need to be move when performing the work. Any delays will be charge on a Time & Material basis of \$75/per man hour.

- Our field supervisor will communicate with the project manager and be your "go-to-guy" on site to make sure the job is completed on point and meet your expectations. All work to be performed per the above specification.

- Payments to be made upon completion or no later than 5 working days from completion date.

Please give us a call on any questions that you might have. Thank you for giving us the opportunity to bid your project and we hope that we can provide you with our excellent services.

Respectfully,

Nick Amaya

Authorized Signature

6/26/19

Date

Customer Signature

Date