



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting June 9, 2020

**DATE:** June 9, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Michael Markle, Chief of Police  
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### **Custodial Services for Police Department**

#### **CAPTION:**

Motion authorizing a one-year service agreement with two additional one-year option periods with Unified Service Associates in an amount not to exceed \$93,143.76 and a three year total not to exceed \$279,431.29, for custodial services for the Police Department with FY 2020 funding in the amount of \$31,047.92 available in the General Fund.

#### **SUMMARY:**

This motion authorizes a one-year service agreement, with two additional one-year option periods for custodial services for the Police Department. The Contractor will provide custodial services at the Police Department's main building, including Municipal Court in all designated spaces including rest rooms, office spaces, conference rooms, court rooms, auditorium, locker rooms and parking lots.

#### **BACKGROUND AND FINDINGS:**

Custodial services will be performed at the main police building located at 321 John Sartain Street including Municipal Court in all designated spaces including restrooms, office spaces, conference rooms, court rooms, auditorium, locker rooms and parking lots. The Police Department has been utilizing the services of Unified Services Associates for the past year at outlying police facilities and have been satisfied with their services.

The Contracts and Procurement Department conducted a competitive Request for Bid process and received three responsive, responsible bids and is recommending award to the lowest, responsive, responsible bidder, Unified Service Associates.

**ALTERNATIVES:**

The alternative to awarding this contract would be to hire personnel to provide the custodial service for Police Department.

**FISCAL IMPACT:**

The fiscal impact for the Police Department in FY 2020 is \$31,047.92 for this service agreement. The remaining cost of \$62,095.84 will be budgeted in FY 2021 years through the annual budget process. The remaining \$186,287.53 will be budgeted in future years if the two additional one-years options are agreed upon.

**Funding Detail:**

Fund:	1020 General Fund
Organization/Activity:	11870
Mission Element:	151
Project # <b>(CIP Only)</b> :	N/A
Account:	530000 Professional Services

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a one-year service agreement, with two additional one-year option periods with Unified Service Associates for custodial services for the Police Department as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tab