

Agenda Report

October 24, 2022

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO AMEND CONTRACT 32157 WITH COMMON AREA MAINTENANCE SERVICES TO PROVIDE JANITORIAL SERVICES IN THE UNION/EL MOLINO LOT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to amend contract number 32157 with Common Area Maintenance Services (CAM) to increase the contract amount by \$21,384, which includes a 10% contingency of \$1,944 thereby increasing the total not to exceed amount from \$265,914 to \$287,298 through October 31, 2024; and
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment with CAM an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

The City of Pasadena has four surface parking lots (Union/El Molino, Playhouse, and Shopper's Lane north and south) and there is a need to maintain them by providing janitorial services on a daily basis.

In July 22, 2021 the Department of Transportation released specifications to Furnish and Deliver Janitorial Services in Three City Owned Parking Lots which was posted on Planet Bids. On September 27, 2021, Council awarded CAM Property Services the contract and work began on November 1, 2021. The contract has an initial three year term with two optional one year extensions.

The Union/EI Molino lot was not included in the initial specifications as the lot was under construction along with the new adjacent Playhouse Village Park. It was unknown at that time which City department would be responsible for janitorial services in the parking lot.

The Union/EI Molino lot is now open and it has been determined that the Department of Transportation will oversee janitorial services in the parking lot, including sweeping and weed abatement. A purchase order is in place to provide these services through April, 2023, but an amendment to the existing contract is needed to provide services for the remainder of the contract period. Amending the CAM contract to include the Union/EI Molino lot would allow for administrative efficiencies and consistency in service.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal of the Strategic Plan: Maintain Fiscal Responsibility and Stability. It also supports and promotes the quality of life and the local economy.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The janitorial services contract will not result in any significant effect on the environment.

FISCAL IMPACT:

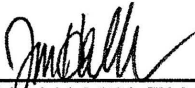
The cost of this action will be \$21,384 for a revised total contract value of \$287,298. This action will not require additional budget appropriation. Funding will utilize FY23 budget appropriations and future years' budget appropriations in Fund 407 Off-Street Parking.

Respectfully submitted,



LAURA RUBIO-CORNEJO
Director
Department of Transportation

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Approved by:



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