

**CITY MANAGER'S REPORT
JULY 8, 2019, CITY COUNCIL REGULAR MEETING**

ITEM: **RATIFY CITY MANAGER'S ACTION TO EXTEND JANITORIAL SERVICES CONTRACT WITH KOREAN PROFESSIONAL BUILDING MAINTENANCE**

RECOMMENDATION: **Adopt Resolution to Ratify City Manager's Action to Extend the Contract with Korean Professional Building Maintenance for Janitorial Services**

SUMMARY:

On May 4, 2015 City Council approved a contract with Korean Professional Building Maintenance to provide janitorial services for City buildings and facilities. On November 1, 2017, Amendment No. 1 was signed by the City Manager and Korean Professional Building Maintenance extending the contract to June 30, 2019. Pursuant to Amendment No. 1, contract extensions beyond July 1, 2019 require City Council approval. To avoid an interruption in janitorial services, the City Manager approved an extension letter with Korean Professional Building Maintenance for one year from July 1, 2019 to June 30, 2020. Therefore, staff requests City Council ratify the City Manager's approval of the extension letter with Korean Professional Building Maintenance for one year from July 1, 2019 to June 30, 2020.

BACKGROUND:

The City entered into contract with Korean Professional Building Maintenance on May 4, 2015 for janitorial services. On November 1, 2017, the City Manager signed Amendment No. 1 extending the contract to June 30, 2018. Amendment No. 1 allowed for the contract to be further extended from July 1, 2018 through June 30, 2019.

The current contract for janitorial services was scheduled to expire on June 30, 2019. Pursuant to Amendment No. 1, contract extensions beginning on July 1, 2019 must be approved by City Council. Since the extension needed to be executed prior to July 1, 2019, the City Manager signed the extension letter to avoid a delay in services and City Council is now provided the opportunity to ratify the City Manager's signature. The City Manager approved the extension letter with Korean Professional Building Maintenance from July 1, 2019 to June 30, 2020 at a cost of \$53,773. All the other terms of the original contract would remain in full force and effect.

JULY 8, 2019 CITY COUNCIL REGULAR MEETING**RATIFY CITY MANAGER'S ACTION TO EXTEND CONTRACT FOR JANITORIAL CLEANING SERVICES WITH KOREAN PROFESSIONAL BUILDING MAINTENANCE****REASON FOR RECOMMENDATION:**

Janitorial services are needed to clean City facilities consisting of City Hall, Community Center, Senior Center, and the Generations Center. Korean Professional Building Maintenance is specially trained, experienced and competent to provide janitorial services. Pursuant to Amendment No. 1 with Korean Professional Building Maintenance, contract extensions beyond July 1, 2019 require City Council approval. However, the City Manager signed the contract extension to avoid a service gap. Staff recommends City Council adopt a resolution to ratify the City Manager's action to extend the contract with Korean Professional Building Maintenance.

FISCAL IMPACT

The cost of janitorial services with Korean Professional Building Maintenance is \$53,773 at a monthly rate of \$4,481.08 for the 2019-2020 fiscal year and has been included in Public Works City Hall and Building Maintenance Operating budget for fiscal year 2019-2020.

ATTACHMENTS:

- A. Resolution Ratifying City Manager's Action to Extend the Contract for Janitorial Cleaning Services with Korean Professional Building Maintenance for Janitorial Services
- B. Contract Renewal Extension Letter with Korean Professional Building Maintenance, dated June 25, 2019

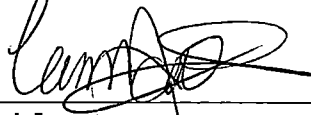
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RATIFY CITY MANAGER'S ACTION TO EXTEND CONTRACT FOR JANITORIAL
CLEANING SERVICES WITH KOREAN PROFESSIONAL BUILDING
MAINTENANCE

APPROVALS:




Michael King
Assistant Public Works Director

6-26-19
Date



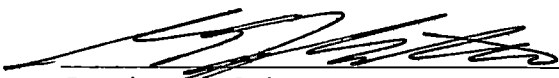
Cari James
Finance & Administrative
Services Director

6/27/19
Date



Salvador Navarrete
City Attorney

6-27-19
Date



Stephen J. Salvatore
City Manager

6-28-19
Date

RESOLUTION NO. 19-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP RATIFYING CITY MANAGER'S ACTION TO EXTEND THE CONTRACT WITH KOREAN PROFESSIONAL BUILDING MAINTENANCE FOR JANITORIAL SERVICES

WHEREAS, janitorial services are needed to clean City facilities consisting of City Hall, Community Center, Senior Center, and the Generations Center; and

WHEREAS, Korean Professional Building Maintenance is specially trained, experienced and competent to provide janitorial services; and

WHEREAS, on May 4th, 2015 City Council approved a Contract with Korean Professional Building Maintenance to provide janitorial services through June 30, 2017; and

WHEREAS, on November 1, 2017 City Manager and Korean Professional Building Maintenance amended the Contract extending the Contract term from November 1, 2017 through June 30, 2018; and

WHEREAS, the City Manager approved an extension letter with Korean Professional Building Maintenance extending the Contract from July 1, 2018 through June 30, 2019; and

WHEREAS, extensions beyond July 1, 2019 require City Council approval but no action could be taken by City Council until July 8, 2019; and

WHEREAS, to avoid a gap in janitorial services, the City Manager and Korean Professional Building Maintenance signed an extension letter to further extend the Contract from July 1, 2019 through June 30, 2020 at a cost of \$53,773 at a monthly rate of \$4,481.08;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby ratify the City Manager's action to extend the Contract with Korean Professional Building Maintenance for janitorial services from July 1, 2019 through June 30, 2020.

The foregoing resolution was passed and adopted this 8th day of July 2019, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

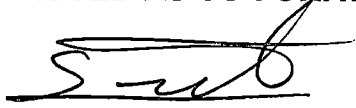
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney



Public Works Department

390 Towne Centre Drive, Lathrop, CA 95330

Phone (209) 941-7220 – Fax (209) 941-7229

www.ci.lathrop.ca.us

June 25, 2019

Sung W. Kim
Korean Professional Building Maintenance
5026 Bay View Circle
Stockton, CA 92519

Re: Contract Renewal Extension Letter – Janitorial Services

The Contract to provide Janitorial Services dated April 20, 2015, and amended on November 1, 2017 (“Contract”) between the City of Lathrop and Korean Professional Building Maintenance, allows for the Contract to be extended for up to three years, in one year increments at the discretion of the City.

This letter dated June 25, 2019 to Korean Professional Building Maintenance is to extend the agreement with the agreed upon terms of the Contract. The City is in agreement to extend the Contract with Korean Professional Building Maintenance for one year from July 1, 2019 to June 30, 2020 with the ability to extend one additional year at the discretion of the City.

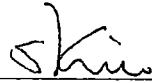
Pursuant to Amendment No. 1, we acknowledge the price shall increase to \$4,481.08 per month, from July 1, 2019 to June 30, 2020 for a total of \$53,773. The City of Lathrop and Korean Professional Building Maintenance are in agreement to extend the existing Contract for an additional year from July 1, 2019 to June 30, 2020, with the above stated price increase. Please sign below and return this letter to indicate your concurrence.

Should you have any questions or concerns please contact Larry Backert at (209) 941-7475 or by email: lbackert@ci.lathrop.ca.us.

Thank you,

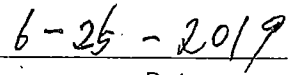
Stephen J. Salvatore
City Manager

I hereby agree to extend the term of the Korean Professional Building Maintenance between the City of Lathrop and Korean Professional Building Maintenance by an additional year such that the new termination date of the Contract is June 30, 2020 with all other terms of this Contract to remain in effect. This Letter of Extension does not amend the scope of work or fees as detailed in the original agreement and Amendment No. 1.



Sung W. Kim, Owner

Korean Professional Building Maintenance



Date

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