

## ITEM 4.11

### CITY MANAGER'S REPORT JUNE 8, 2020 CITY COUNCIL REGULAR MEETING

**ITEM:** APPROVE EXTENSION OF JANITORIAL SERVICES CONTRACT WITH KOREAN PROFESSIONAL BUILDING MAINTENANCE

**RECOMMENDATION:** Adopt Resolution Approving a One-Year Extension of the Contract with Korean Professional Building Maintenance for Janitorial Services

---

#### SUMMARY:

Korean Professional Building Maintenance has been providing janitorial services for the City since May 2015, and their contract is due to terminate on June 30, 2020. Staff requests City Council approve a one-year extension of the contract with Korean Professional Building Maintenance from July 1, 2020 to June 30, 2021.

#### 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 the contract to be extended for up to three years, in one-year increments not to exceed June 30, 2021. Pursuant to Amendment No. 1, contract extensions beginning on July 1, 2019 must be approved by City Council. On July 8, 2019, Council ratified the City Manager's approval of a contract extension letter with Korean Professional Building Maintenance to extend the contract for one year from July 1, 2019 to June 30, 2020.

Council is requested to approve another one-year contract extension with Korean Professional Building Maintenance from July 1, 2020 to June 30, 2021. All the other terms of the original 2015 contract and as amended by Contract Amendment No. 1 are to remain in full force and effect.

#### 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. Staff recommends City Council adopt a resolution approving an additional one-year extension the contract with Korean Professional Building Maintenance.

**FISCAL IMPACT**

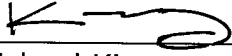
The total cost of janitorial services with Korean Professional Building Maintenance is \$55,345, a monthly rate of \$4,612.08, for Fiscal Year 2020-2021, and has been included in Public Works Building and Ground Maintenance Operating budget for Fiscal Year 2020-2021.

**ATTACHMENTS:**

- A. Resolution Approving a One-Year Extension of the Contract with Korean Professional Building Maintenance for Janitorial Services
- B. Contract Renewal Extension Letter with Korean Professional Building Maintenance, dated June 9, 2020

**CITY MANAGER'S REPORT**  
**JUNE 8, 2020 CITY COUNCIL REGULAR MEETING**  
**APPROVE EXTENSION OF JANITORIAL SERVICES CONTRACT WITH KOREAN**  
**PROFESSIONAL BUILDING MAINTENANCE**

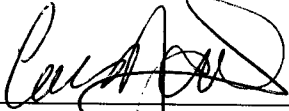
**APPROVALS:**



\_\_\_\_\_  
Michael King  
Public Works Director

5-19-2020

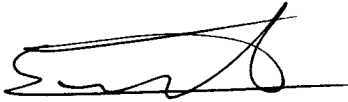
Date



\_\_\_\_\_  
Cari James  
Finance & Administrative  
Services Director

5-20-2020

Date



\_\_\_\_\_  
Salvador Navarrete  
City Attorney

5-19-2020

Date



\_\_\_\_\_  
Stephen J. Salvatore  
City Manager

5-20-2020

Date

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING A ONE-YEAR EXTENSION OF 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**, extensions beyond July 1, 2019 require City Council approval, and on July 8, 2019, Council ratified the City Manager's approval of an extension letter with Korean Professional Building Maintenance to extend the contract for one year from July 1, 2019 to June 30, 2020; and

**WHEREAS**, to provide a continuation of janitorial services provided by Korean Professional Building Maintenance, staff requests approval of an additional extension letter to further extend the Contract from July 1, 2020 through June 30, 2021 at a total cost of \$55,345, a monthly rate of \$4,612.08, as per Contract Amendment No. 1.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Lathrop does hereby approve to extend the Contract with Korean Professional Building Maintenance for janitorial services from July 1, 2020 through June 30, 2021, with all other terms of the original 2015 contract and as amended by Contract Amendment No. 1 to remain in full force and effect.

The foregoing resolution was passed and adopted this 8<sup>th</sup> day of June 2020, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

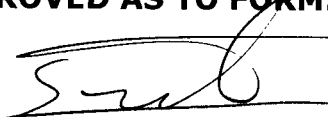
ABSTAIN:

\_\_\_\_\_  
Sonny Dhaliwal, Mayor

**ATTEST:**

\_\_\_\_\_  
Teresa Vargas, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Salvador Navarrete, City Attorney



*Office of the City Manager*

390 Towne Centre Dr. - Lathrop, CA 95330  
Phone (209) 941-7220 - fax (209) 941-7248  
[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

June 9, 2020

**COPY**

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

**Re: Contract Extension Letter with Korean Professional Building Maintenance for Janitorial Services**

The Contract to provide Janitorial Services, dated April 20, 2015 and amended on November 1, 2017, 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.

The Contract is currently effective from July 1, 2019 to June 30, 2020. This Letter of Extension 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, such that the new contract period is from July 1, 2020 to June 30, 2021.

Pursuant to Amendment No. 1, we acknowledge the price shall increase to \$4,612.08 per month, from July 1, 2020 to June 30, 2021 for a total of \$55,345. The City of Lathrop and Korean Professional Building Maintenance are in agreement to extend the existing Contract for an additional year from July 1, 2020 to June 30, 2021, 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](mailto: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, 2021 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.*

*SKim*

*4-2-2020*

\_\_\_\_\_  
Sung W. Kim, Owner  
Korean Professional Building Maintenance

\_\_\_\_\_  
Date

**PAGE LEFT  
INTENTIONALLY  
BLANK**