

TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: June 11, 2015

SUBJECT: Change Orders for Renewal of Annual Contracts: Fuel, Landscape, Street Striping, Street Sweeping and Janitorial Services

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Alex Romero - Public Works Operations Manager, for
Norm Davis, PE - Public Works Director

AGENDA LOCATION: Comments/Communications ☐, Consent ☐, Work/Study ☐,
New Business ☒, Public Hearing ☐, Second Reading ☐

ATTACHMENTS: a) Change Orders

SUMMARY BACKGROUND: The Proposed Budget for Fiscal Year 2015/2016 includes several essential annual Public Works Maintenance, Service and Supply programs. Six of these programs are currently under contract. These contracts can be extended up to a maximum of five years before they need to be re-bid. Town staff has negotiated a Change Order to each of the following contracts, extending the contract for another year as detailed below.

- a.) **Fuel Services:** Town staff has negotiated a Change Order to the current contract for fuel services with Bennett Oil Company. This contract provides fuel for all vehicles and equipment in the Town fleet. The current contract expires on June 30, 2015. This would be the second year of extension on this contract. Bennett Oil Company has not increased their cost. This Change Order reflects the extension of the contract.
- b.) **Landscape Services:** Town staff has negotiated a Change Order to the current contract for landscape services with Koehler Enterprises, dba: K-ler Land Works Maintenance. This contract provides for Landscape Services throughout the Town. The current contract expires on June 30, 2015. This would be the third year of extension on this contract. Koehler Enterprises, dba: K-ler Land Works Maintenance has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.
- c.) **Street Striping:** Town staff has negotiated a Change Order to the current contract for street striping services with Traffic Safety, Inc. This contract provides for Street Striping Services throughout the Town. The current contract expires on June 30, 2015. This would be the third year of extension on this contract. Traffic Safety, Inc. has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.
- d.) **Street Sweeping:** Town staff has negotiated a Change Order to the current contract for street sweeping services with Tryton Enterprises, LLC. This contract provides for Street Sweeping Services throughout the Town. The current contract expires on June 30, 2015. This would be the third year of extension on this contract. Tryton Enterprises, LLC has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.

- e.) **Janitorial:** Town staff has negotiated a Change Order to the current contract for janitorial services with Clean Team Janitorial, LLC. This contract provides for janitorial services for the Civic Center, Library and Police Dept. buildings for the Town. The current contract expires on June 30, 2015. This would be the first year of extension on this contract. Clean Team Janitorial, LLC has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.

These annual contracts address the goals for maintaining minimum critical core tasks for safe Town roadways and facilities.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the Change Orders to the existing contracts extending the expiration date for another fiscal year, **OR**
- 2.) Not approve the Change Orders and direct staff to bid these programs, **OR**
- 3.) Approve and not approve the Change Orders, in any combination, **OR**
- 4.) Direct staff to pursue other options

ACTION OPTION: Motion to approve:

- a.) the Change Order to the contract with Bennett Oil Company for Fuel Services, **AND**
- b.) the Change Order to the contract with Koehler Enterprises, dba: K-ler Land Works Maintenance for Landscape Services, **AND**
- c.) the Change Order to the contract with Traffic Safety, Inc. for Street Striping Services, **AND**
- d.) the Change Order to the contract with Tryton Enterprises, LLC for Street Sweeping Services, **AND**
- e.) the Change Order to the contract with Clean Team Janitorial, LLC for Janitorial Services

thereby extending these contracts for Fiscal Year 2015/2016, **OR** Motion not to approve any of the Change Orders. **VOTE.**

RECOMMENDATION: Staff recommends approval of these Change Orders extending these contracts for Fiscal Year 2015/2016.

FISCAL ANALYSIS:

Fuel Services:

Funding:

This item, administered by the Fleet division of the Public Works department, provides for fuel service for the entire Town fleet and is paid for by the individual departments to more accurately reflect the cost of providing services.

Landscape Services

Funding:

This item, administered by the Public Works department, provides for landscape services for the Town medians and parks and is paid for by the individual departments to more accurately reflect the cost of providing services.

Striping & Sweeping Services

Funding:

These items are administered by the Public Works department and provides street maintenance for the Town. This is paid for by the Streets Repair & Maintenance budget line item as follows:

Streets Repair & Maintenance Budget:	<u><u>\$387,000</u></u>	(Budgeted FY 15-16)
Annual Street Striping:	<u><u>(\$78,500)</u></u>	
Annual Street Sweeping	<u><u>(\$34,860)</u></u>	(Estimated on 700 mi)
Balance:	\$273,640	

Janitorial Services:

101-4505-653-4215 Custodial Services Library:	<u><u>\$68,000</u></u>	(Budgeted FY 15-16)
Annual Cost:	<u><u>(\$60,600)</u></u>	
Balance:	\$7,400	
101-6115-621-4210 Custodial Services Police Dept.:	<u><u>\$23,000</u></u>	(Budgeted FY 15-16)
Annual Cost:	<u><u>(\$22,500)</u></u>	
Balance:	\$500	
101-5550-619-4205 Custodial Services Civic Center:	<u><u>\$43,000</u></u>	(Budgeted FY 15-16)
Annual Cost:	<u><u>(\$37,500)</u></u>	
Balance:	\$5,500	

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Assigned to _____