

City of Placerville
MEMORANDUM

DATE: February 9, 2010

TO: City Council

FROM: Randy Pesses, Director of Public Works

SUBJECT: **AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH MOTHER LODGE REHABILITATION ENTERPRISES, INC. (M.O.R.E.) TO PROVIDE JANITORIAL SERVICES AT THE HANGTOWN CREEK WATER RECLAMATION FACILITY (HCWRF).**

RECOMMENDATION:

That City Council adopts a resolution:

1. Authorizing the City Manager to execute an agreement with Mother Lode Rehabilitation Enterprises, Inc. (M.O.R.E.) to provide janitorial services at the Hangtown Creek Water Reclamation Facility (HCWRF) for the balance of the fiscal year at a cost of \$65.00 per week.
2. Authorizing staff to extend the agreement for three 1-year extensions if janitorial service is performed satisfactorily.

BACKGROUND:

The City's HCWRF has recently undergone an overall plant improvement upgrade that has brought the plant to current State standards, and has added a new 2800 square foot control building and laboratory. There is currently no janitorial service provided at this facility, so consequently the HCWRF staff has been faced with the duty of all cleaning and housekeeping needed to keep the control building/lab safe, clean and operational.

With the recent upgrades to the facility, the increasing demands upon the operational and maintenance staff has made it difficult for staff to perform such tasks and continue to service and operate the plant at the level required under the terms of our permit.

DISCUSSION:

During the construction of the plant upgrade City staff had explored the possibility of contracting for janitorial service at the new control building/lab facility and had received proposals from several firms. Those cost proposals range from approximately \$6,000 per year to \$10,000 per year, however due to budgetary constraints the City elected to defer contracting for this service until the 10/11 fiscal year. However, because the City's relationship with M.O.R.E. has been so

successful with the periodic cleaning of the City's parking garage an inquiry was made to determine if they have the ability to provide janitorial services at the HCWRF. City staff engaged in discussions with representatives of M.O.R.E., and determined that they are eager and willing to provide the services needed. M.O.R.E. will provide janitorial services on a weekly basis, including all of the cleaning supplies, for a fee of \$65 per week. This would result in a total cost of \$1,300 for the balance of the fiscal year. Attached is a copy of the proposal provided by M.O.R.E. indicating a cleaning cost of \$65.00 per week, and the proposal specifies the areas of the facility to be cleaned and the hours of operation in which M.O.R.E. will be given access to the plant. As with other activities in which M.O.R.E. is engaged in with the City of Placerville, all M.O.R.E. clients will be fully supervised by M. O RE staff personnel during the time periods they are providing these janitorial services at the HCWRF.

If janitorial services provided by M.O.R.E. satisfactorily meet the needs of the City, and MORE management determines that this is a good fit for their workforce, staff requests the authority to extend this agreement for up to three additional 1-year periods.

FISCAL IMPACTS:

As previously discussed in the staff report, it had been previously contemplated that the City would retain contract janitorial services for the HCWRF in the Fiscal Year 2010/2011 Budget. If approved by the Council, the \$1,300 cost for the remainder of Fiscal Year 2009/2010 would be offset by savings in other assumed operating expenditures at the HCWRF. Tonight, staff respectfully requests the Council to approve the agreement with M.O.R.E. to provide janitorial services.

Prepared by:

Reviewed for Fiscal Impacts by:

Randy Pesses
Director of Public Works

Dave Warren
Director of Finance

Approved for Submittal to City Council:

John Driscoll
City Manager/City Attorney