

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 6, 2013**

**SUBJECT:** Change Order for Renewal of Contracts: Swath Mowing; Striping; Street Sweeping; Landscape & Weed Control; Janitorial Services

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Ken Stanton - Public Works Operations Manager, for  
Norm Davis, PE - Public Works Director

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

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**ATTACHMENTS:** None

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**SUMMARY BACKGROUND:** The Proposed Budget for Fiscal Year 2013/2014 includes several essential annual Public Works Maintenance, Service and Supply programs. Several of these programs are currently under contract. These contracts can be extended up to a maximum of five (5) years before they must re-bid. Town staff has negotiated a Change Order to each of the following contracts to extend the current contract for another year as detailed below:

- a.) **Swath Mowing:** Town staff has negotiated a Change Order to the current contract for Swath Mowing with Larry's Mowing Service. The current contract expires on June 30, 2013. Fiscal Year 2013/2014 will be the first year of renewal for this contract. Larry's Mowing Service will provide this service with a 1% increase in unit price.
- b.) **Striping and Pavement Markings:** Town staff has negotiated a Change Order to the current contract for pavement marking services with Traffic Safety. Traffic Safety will hold our current year pricing for the next fiscal year. The current contract expires on June 30, 2013. Fiscal Year 2013/2014 will be the first year of renewal for this contract. This Change Order is for the renewal of the contract.
- c.) **Street Sweeping:** Town staff has negotiated a Change Order to the current contract for Sweeping services with Tryton Enterprises. The current contract expires on June 30, 2013. Fiscal Year 2013/2014 will be the first year of renewal for this contract.
- d.) **Landscape Maintenance & Weed Control:** Town staff has negotiated a Change Order to the current contract for landscape maintenance with Koehler Enterprises dba: K-ler Land Works Maintenance. They will hold our current year pricing for the next fiscal year. The current contract expires on June 30, 2013. This Change Order is for the renewal of the contract. Fiscal Year 2013/2014 will be the first year of renewal for this contract.
- e.) **Janitorial Services:** 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, Police Department and the Library/College Building. The current contract expires on June 30, 2013. This would be the Fourth and final year of extension on this contract. Town Staff has agreed to give Clean Team Janitorial a 1% increase in exchange for their staff to

secure all buildings under contract five nights a week. This Change Order reflects the extension of the contract.

These annual programs address the current year's goals for maintaining minimum critical core tasks for safe Town function and infrastructure.

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**OPTION ANALYSIS:** For Discussion Only.

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**ACTION OPTION:** For Discussion Only.

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**RECOMMENDATION:** For Discussion Only.

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**FISCAL ANALYSIS:** These contracts will be funded from each respective budget in the Public Works Department on an 'as-needed' basis.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_