

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: June 13, 2013

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

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Ken Stanton, Public Works Operations Manager, for
Norm Davis, P.E., 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 2013/2014 includes several essential annual Public Works Maintenance, Service and Supply programs. Five 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.) **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 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.
- 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, 2013. This would be the first 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, 2013. This would be the first 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, 2013. This would be the first 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.) **Swath Mowing:** Town staff has negotiated a Change Order to the current contract for swath mowing services with Larry's Mowing Service. This contract provides for Swath Mowing Services for the Town. The current contract expires on June 30, 2013. This would be the first year of extension on this contract. Larry's Mowing Service will provide these services at a 1% increase. This Change Order reflects the extension of the contract.

These annual contracts address the current years' 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 Clean Team Janitorial, LLC for Janitorial 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 Larry's Mowing Service for Swath Mowing Services

thereby extending these contracts for Fiscal Year 2013/2014, **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 2013/2014.

FISCAL ANALYSIS:

Janitorial Services:

Funding:

101-4505-653-4215 Custodial Services Library:	\$68,000.00	(budgeted FY 13-14)
Annual Cost:	(\$65,920.00)	
Balance:	\$2,079.32	
101-6115-621-4210 Custodial Services Police Dept.:	\$22,000.00	(budgeted FY 13-14)
Annual Cost:	(\$19,598.04)	
Balance:	\$2,401.96	
101-5550-619-4205 Custodial Services Civic Center:	\$42,564.00	(budgeted FY 13-14)
Annual Cost:	(\$39,789.96)	
Balance:	\$2,774.04	

Landscape Services

Total Annual Landscape Contract Amount: \$238,365.00

	<u>Annual Streets</u>	<u>Annual Parks</u>	<u>Facilities</u>
Town of Prescott Valley	\$57,662.00		
Stoneridge CFD Parks		\$59,117.00	
Stoneridge CFD Medians	\$18,220.00		
Pronghorn Ranch CFD Parks		\$46,075.00	
Pronghorn Ranch CFD Medians	\$15,871.00		
Quailwood CFD Parks		\$31,937.00	
New Library/ College Building			\$5,925.00
Trail Main	\$ 3,558.00		
TOTALS:	\$95,311.00	\$137,129.00	\$5,925.00

Fiscal Analysis:

202-5510-631-3230 Landscaping Service (Town):	\$124,000.00	(Budgeted FY 13-14)
Annual Landscape Maintenance Cost:	<u>(\$61,220.00)</u>	
Annual Weed Control Maintenance:	<u>(\$32,367.00)</u>	
Balance:	\$30,413.00	
Annual Weed Control Maintenance - Wastewater:	(\$3,892.20)	
Annual Weed Control Maintenance - Water:	(\$15,568.80)	
600-1005-614-3230 Stoneridge Landscaping Service:	\$84,160.00	(Budgeted FY 13-14)
Annual Landscape Maintenance Cost:	<u>(\$18,220.00)</u>	
Stoneridge Park Maintenance:	<u>(\$59,117.00)</u>	
Balance:	\$6,823.00	
601-1010-614-3230 Pronghorn Landscaping Service:	\$57,000.00	(Budgeted FY 13-14)
Annual Landscape Maintenance Cost:	<u>(\$15,871.00)</u>	
Pronghorn Park Maintenance:	<u>(\$46,075.00)</u>	
Balance:	(\$4,946.00)	
602-1015-614-3230 Quailwood Park Maintenance:	\$30,200.00	(Budgeted FY 13-14)
Quailwood Park Maintenance Cost:	<u>(\$31,937.0)</u>	
Balance:	(\$1,737.00)	
101-4505-653-3230 Library Landscape Maintenance:	\$6,500.00	(Budgeted FY 13-14)
Annual Landscape Maintenance Cost:	<u>(\$5,925.0)</u>	
Balance:	\$575.00	

Striping:

202-5510-631-4370 Street Repair & Maintenance: \$334,000.00 (Budgeted FY 13-14)
Annual Street Striping: (\$78,500.00)
Balance: \$255,500.00

Sweeping:

202-5510-631-4370 Street Repair & Maintenance: \$334,000.00 (Budgeted FY 13-14)
Annual Street Sweeping: (\$34,860.00) (Estimated on 700 mi)
Balance: \$299,140.00

Swath Mowing:

202-5510-631-3230 Landscaping Service (Town): \$124,000.00 (Budgeted FY 13-14)
Estimated Annual Cost of Swath Mowing: (\$23,252.23) (Dependent upon No. of Requested Services)
Balance: \$100,747.77

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____