

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 4, 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

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**ATTACHMENTS:** a) Change Orders

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**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.

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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:**

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

**Janitorial Services:**

101-4505-653-4215 Custodial Services Library:	<u>\$68,000</u>	(Budgeted FY 15-16)
Annual Cost:	<u>(\$60,600)</u>	
Balance:	\$7,400	
101-6115-621-4210 Custodial Services Police Dept.:	<u>\$23,000</u>	(Budgeted FY 15-16)

Annual Cost: (\$22,500)

Balance: \$500

101-5550-619-4205 Custodial Services Civic Center: **\$43,000** (Budgeted FY 15-16)

Annual Cost: (\$37,500)

Balance: \$5,500

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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 \_\_\_\_\_