

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 19, 2016**

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 2016/2017 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.) **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, 2016. This would be the third 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, 2016. This would be the fourth 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, 2016. This would be the fourth 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 Swept Away, LLC, dba: Tryton Enterprises, LLC. This contract provides for Street Sweeping services throughout the Town. The current contract expires on June 30, 2016. This would be the fourth year of extension on this contract. Swept Away, 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, 2016. This would be the second 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: For Discussion Only.

ACTION OPTION: For Discussion Only.

RECOMMENDATION: For Discussion Only.

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>\$420,000</u></u>	(Budgeted FY 16-17)
Annual Street Striping:	<u><u>(\$60,000)</u></u>	
Annual Street Sweeping	<u><u>(\$38,000)</u></u>	(Estimated on 700 mi)
Balance:	\$310,000	

Janitorial Services: Funding

101-4505-653-4215 Custodial Services Library:	<u><u>\$68,000</u></u>	(Budgeted FY 16-17)
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 16-17)
Annual Cost:	<u><u>(\$22,500)</u></u>	
Balance:	\$500	

101-5550-619-4205 Custodial Services Civic Center: **\$43,000** (Budgeted FY 16-17)
Annual Cost: **(\$37,500)**
Balance: \$5,500

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____