

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: June 3, 2010**

SUBJECT: Change Order for Renewal of Contracts: Fuel; Swath Mowing; Striping; Street Sweeping; Landscape Maintenance; Weed Control; Janitorial 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: None

SUMMARY BACKGROUND: The Proposed Budget for Fiscal Year 2009/2010 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 years before they must 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:** Town staff has negotiated a Change Order to the current contract for Fuel with United Energy. The current contract expires on June 30, 2010. United Energy will continue to provide fuel at two Prescott Valley locations as well as through the CFN Fueling Network for \$.08 over the weekly OPIS index for the Phoenix and Northern Arizona markets. Fiscal Year 2010/2011 will be the second year of renewal for this contract.
- b.) **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, 2010. Fiscal Year 2010/2011 will be the third year of renewal for this contract. Larry's Mowing Service will provide this service with no increase in unit price. The proposed maintenance level on this contract is being reviewed for a reduction from eight times annually to five as part of the budgetary cuts in the upcoming year.
- c.) **Striping and Pavement Markings:** Town staff has negotiated a Change Order to the current contract for pavement marking services with Traffic Safety. It was proposed to cut the cost by 5% without reducing service levels over a two-year period. This contractor has partnered with the Public Works Department for a total decrease of 7% with no reduction in service level. The current contract expires on June 30, 2010. Fiscal Year 2010/2011 will be the third year of renewal for this contract. This Change Order reflects this decrease and also the renewal of the contract.
- d.) **Street Sweeping:** Town staff has negotiated a Change Order to the current contract for Sweeping services with Tryton Enterprises. Due to budgetary constraints, this service will be reduced from four programs annually to three programs. The current contract expires on June 30, 2010. Fiscal Year 2010/2011 will be the third year of renewal for this contract.
- e.) **Landscape Maintenance:** Town staff has negotiated a Change Order to the current contract for landscape maintenance with K-ler Land Works Maintenance. It was proposed to reduce the cost by

2% without any reduction in service levels over a two-year period. This contractor has partnered with the Public Works Department for a total decrease of 4% without reducing the service level. The current contract expires on June 30, 2010. This Change Order reflects this decrease and also the renewal of the contract.

f.) **Weed Control:** Town staff has negotiated a Change Order to the current contract for weed control with Praying Mantis Pest Control. The current contract expires on June 30, 2010. Praying Mantis Pest Control will provide this service at a 5% decrease with no reduction in the level of service. This contractor has partnered with the Public Works Department for a total decrease of 12% over a two-year period without reducing the level of service. This Change Order reflects this decrease and also the extension of the contract.

g.) **Janitorial Services:** Town staff has negotiated a Change Order to the current contract for janitorial services with Clean Team Janitorial. This contract provides for Janitorial Services for the Civic Center, Police Department and the Library/College Building. The current contract expires on June 30, 2010. This would be the first year of extension on this contract. Clean Team Janitorial will provide this service with a 2% decrease in the contract without any reduction in the service levels. This Change Order reflects this decrease and also the extension of the contract.

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

OPTION ANALYSIS: For Discussion Only.

ACTION OPTION: For Discussion Only.

RECOMMENDATION: For Discussion Only.

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

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____