

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 14, 2012**

**SUBJECT:** Change Order for Renewal of Contracts: Fuel & Janitorial Service

**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

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**ATTACHMENTS:** a) Change Orders

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**SUMMARY BACKGROUND:** The Proposed Budget for Fiscal Year 2012/2013 includes several essential annual Public Works Maintenance, Service and Supply programs. Two 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:** Town staff has negotiated a Change Order to the current contract for Fuel with United Energy. The current contract expires on June 30, 2012. United Energy will continue to provide fuel at three Prescott Valley locations as well as through the CFN Fueling Network for \$.09 over the weekly OPIS index for the Phoenix and Northern Arizona markets. Fiscal Year 2012/2013 will be the fourth year of renewal for this contract.
  
- b.) **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, 2012. This would be the third year of extension on this contract. Clean Team Janitorial 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 current years' goals for maintaining minimum critical core tasks for safe Town roadways and facilities.

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**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
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**ACTION OPTION:** Motion to approve:

- a.) the Change Order to the contract with United Fuel & Energy Corp. for fuel, **AND**
- b.) the Change Order to the contract with Clean Team Janitorial for janitorial services,

thereby extending these contracts for Fiscal Year 2012/2013, **OR** Motion not to approve any of the Change Orders. **VOTE.**

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**RECOMMENDATION:** Staff recommends approval of these Change Orders extending these contracts for Fiscal Year 2012/2013.

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**FISCAL ANALYSIS:**

**Fuel**

This item is funded by the using department's budget in the operations portion of the budget.

**Janitorial Services:**

**Funding:**

101-4505-653-4215 Custodial Services Library:	\$68,000.00	(budgeted FY 12-13)
Annual Cost:	<u>(\$65,268.00)</u>	
Balance:	\$2,732.00	
101-6115-621-4210 Custodial Services Police Dept.:	\$22,000.00	(budgeted FY 12-13)
Annual Cost:	<u>(\$19,404.00)</u>	
Balance:	\$2,596.00	
101-5550-619-4205 Custodial Services Civic Center:	\$42,564.00	(budgeted FY 12-13)
Annual Cost:	<u>(\$39,396.00)</u>	
Balance:	\$3,168.00	

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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 \_\_\_\_\_