



## PUBLIC WORKS DEPARTMENT

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### CITY COUNCIL STAFF REPORT

Meeting: May 5, 2020

#### Subject

Authorization of a Second Amendment to the 2015 Contractual Janitorial Service Agreement to extend agreement up to six months due to the impacts of COVID-19.

#### Recommended Action

Approve the Second Amendment of the 2015 Contractual Janitorial Service Agreement, Project No. 2015-23 with IMPEC Group, Inc., to extend the term of the agreement up to six months due to the impacts of COVID-19.

#### Discussion

The current agreement with IMPEC Group, Inc. (IMPEC) provides for janitorial services for City facilities and trash services for several bus shelters within Cupertino. The current agreement is set to expire on June 30, 2020. The first amendment to the agreement was authorized in January 2017 due to an increase in the City's minimum wage.

While in the process of preparing for the solicitation of bids for a new agreement, the County of Santa Clara (County) issued a Shelter in Place order (Order) due to COVID-19. As part of the procurement process, a mandatory pre-bid site visit is necessary for prospective bidders to inspect each City facility where janitorial services are to be provided. These site visits are integral to a fair and unbiased procurement process. The County's Order have made the site visits impossible at this time.

The proposed Second Amendment will extend the existing agreement for up to two quarterly periods (a maximum of 6 months), beginning July 1, 2020. The second quarterly extension will only occur if the County Order has not been relaxed as needed in order to resume the procurement process. The Second Amendment will retain the same provisions as the original agreement.

IMPEC has worked closely with the City to modify cleaning operations and address sanitation needs during the County Order. IMPEC has been flexible in addressing the City's demands while also reducing their monthly invoicing by more than 85%, due to many of the City's facilities being closed (Attachment B). By continuing to have IMPEC

provide reduced services, the City retains a qualified and knowledgeable professional contractor to facilitate continuity of operations when City facilities are eventually reopened to employees and the public. Having these services available will be vital to City facilities being able to return to normal operations. To facilitate continuity of service, it is not recommended that City staff perform janitorial services during the Order.

Sustainability Impact

There are no significant impacts to sustainability. IMPEC has complied with all the City's sustainable practices.

Fiscal Impact

The amount of compensation to IMPEC during the extension period will depend on the length of the County Order. Currently, during the Order, the monthly amount paid to IMPEC is approximately \$9,940 and when the Order is lifted the monthly amount paid will be approximately \$72,941.

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Prepared by: Carl Valdez, Service Center Superintendent  
Chad Mosley, Assistant Director of Public Works

Reviewed by: Roger Lee, Director of Public Works

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

- A. 2<sup>nd</sup> Amendment of 2015 Janitorial Services Agreement
- B. Change Order dated 4/16/2020