

THOUSAND OAKS CITY COUNCIL



Supplemental Information Packet

CM Rodriguez

Agenda Related Items - Meeting of November 28, 2017
Supplemental Packet Date: November 28, 2017
2:30 P.M.

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed, typically a minimum of two—one available on the Thursday preceding the City Council meeting and the second on Tuesday at the meeting. The Thursday Supplemental Packet is available for public inspection in the City Clerk Department, 2100 E. Thousand Oaks Boulevard, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2) Both the Thursday and Tuesday Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2100 E. Thousand Oaks Boulevard.

Americans with Disabilities Act (ADA):

In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk Department at (805) 449-2151. Assisted listening devices are available at this meeting. Ask City Clerk staff if you desire to use this device. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.



Finance Department
MEMORANDUM

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
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To: Andrew P. Powers, City Manager
From: John F. Adams, Finance Director
Date: November 28, 2017
Subject: Item 7 E., Janitorial Services at Various City Facilities Award

Upon further discussion about extra service needs during the contract review process, it was determined that City requires additional extra service funds to cover potential future needs outside the current scope of services. "Reserve funds" will be increased from \$15,000 per year to \$50,000 per year for the term of the contract.

Following is revised Section 3 on Page 1 and Exhibit B of Contract with DMS which increases the total Not-to-Exceed amount to \$3,538,954 and increases the "Reserve" amount specified at the bottom of Exhibit B, Page 2 to \$250,000 for the term of the contract. The remainder of the Contract is as it appears in the agenda packet.

2017 NOV 28 AM 10:51
CITY CLERK'S OFFICE
CITY OF THOUSAND OAKS

TO COUNCIL 11-28-2017
AGENDA ITEM NO. 7.E.
MEETING DATE 11-28-2017

**AGREEMENT FOR GENERAL SERVICES
BETWEEN THE CITY OF THOUSAND OAKS
AND
DMS FACILITY SERVICES, INC.**

THIS AGREEMENT, made and entered into this 28th day of November, 2017, by and between the **CITY OF THOUSAND OAKS**, a municipal corporation (hereinafter referred to as "City"), and **DMS FACILITY SERVICES, INC.** (hereinafter referred to as "Service Provider"). City and Service Provider agree as follows:

1. RETENTION OF SERVICE PROVIDER

City hereby retains Service Provider, and Service Provider hereby accepts such engagement, to perform the services described in Section 2. Service Provider warrants it has the qualifications, experience, and facilities to properly and timely perform said services.

2. DESCRIPTION OF SERVICES

The services to be performed by Service Provider are as follows, and are more particularly described in **Exhibit A (consisting of Attachments A through N):** Janitorial Services at various City facilities.

3. COMPENSATION AND PAYMENT

(a) **Maximum.** The total compensation earned by or payable to the Service Provider, by City, for any and all services under this Agreement shall not exceed \$3,538,954 (herein "not to exceed amount").

(b) **Rate.** Service Provider shall be paid a fixed sum or at an hourly rate dependent upon work performed under this Agreement. Said sum and/or hourly rate being described in Service Provider's Schedule of Fees, attached as **Exhibit B**. Any changes or modifications resulting in an increase to these fixed sum must be approved in writing by City's Project Manager in advance, and may not surpass the not to exceed amount.

(c) **Payment.** All payments shall be made within thirty (30) days after receipt of written verification from the Service Provider of the actual compensation earned, in a form satisfactory to City's Project Manager.

(d) **Extra Services.** Additional work not reasonably encompassed by the Scope of Services described in Section 2 may be agreed upon only by execution of a written Amendment to this Agreement. No liability or right to compensation for extra services shall exist without such Amendment. Unless otherwise stated in the Amendment, applicable rates for extra services shall be at the rates set forth in **Exhibit B**.

DMS FACILITIES SERVICES, INC.
Janitorial Services at Various City Facilities

SCHEDULE OF FEES
(Valid December 1, 2017 – June 30, 2019)

Standard janitorial services will be billed at \$26.30 per hour.

SUMMARY SCHEDULE OF FEES

| | |
|--|-------------------|
| COSTS (Dec 1, 2017 through Dec 31, 2018) = Thirteen (13) months of service | \$ 543,582 |
|--|-------------------|

| | |
|--|--------------------------|
| Theatre Services not included in basic fees = | <u>\$ 119,167</u> |
|--|--------------------------|

| | |
|------------------------------------|-------------------|
| 2017-18 TOTAL NOT-TO-EXCEED | \$ 662,749 |
|------------------------------------|-------------------|

The following holidays do not typically require janitorial services at any facilities:

New Year's Day (January 1st), Memorial Day (4th Monday in May), July 4th, Labor Day (1st Monday in September), Thanksgiving (4th Thursday in November), and Christmas (December 25th).

**DMS FACILITY SERVICES
SCHEDULE OF FEES BY FACILITY**
(December 1, 2017 through December 31, 2018)

| FACILITY | LOCATION & APPROX. SIZE ¹ | ATTACHMENTS | MONTHLY COST |
|--|--|-------------------------------|-------------------|
| CIVIC ARTS PLAZA – City Hall | 2100 E. Thousand Oaks Blvd. (87,000 sq. ft.) | A and N | \$ 8,547 |
| CHILD CARE CENTER | 110 S. Conejo School Road (8,800 sq. ft.) | B and N | \$ 1,847 |
| TRANSPORTATION CENTER | 265 S. Rancho Road (2,440 sq. ft.) | C and N | \$ 763 |
| TEEN CENTER | 1375 E. Janss Road (13,900 sq. ft.) | D and N | \$ 2,137 |
| GOEBEL ADULT CENTER | 1385 E. Janss Road (18,700 sq. ft.) | E and N | \$ 2,824 |
| 401 HILLCREST National Parks Service | 401 W. Hillcrest Drive (20,500 sq. ft.) | F and N | \$ 2,630 |
| 403 HILLCREST Conejo Recreation & Park District | 403 W. Hillcrest Drive (34,650 sq. ft.) | G and N | \$ 3,537 |
| THOUSAND OAKS LIBRARY | 1401 E. Janss Road (75,000 sq. ft.) | H and N | \$ 9,967 |
| NEWBURY PARK BRANCH LIBRARY | 2331 Borchard Road (27,400 sq. ft.) | I and N | \$ 4,654 |
| MUNICIPAL SERVICE CENTER and HOUSEHOLD HAZARDOUS WASTE | 1993 Rancho Conejo Road ----- 2010 Conejo Center Drive | Total of J-1 thru 4, and N | \$ 2,988 |
| CAP THEATRES | 2100 E. Thousand Oaks Blvd. | Table B Total | \$ 1,920 |
| | MONTHLY TOTAL | | \$ 41,814 |
| | 2017-18 Standard Service Total (13 months) | | \$ 543,582 |
| | 2017-18 Theatre Reserve Total NTE (13 months) | | \$ 119,167 |
| | GRAND TOTAL FOR 2017-18 | | \$ 662,749 |

Footnotes

¹Square footage amounts are approximate gross square footage of facility and do not necessarily reflect the amount of area to be cleaned. Square footages provided for reference only.)

This contract includes "RESERVE FUNDS" for additional services as needed at any City facility Not-to-Exceed \$250,000 for the duration of the contract.

DMS FACILITY SERVICES
SCHEDULE OF FEES FOR THEATRE WORK
(December 1, 2017 through December 31, 2018)

Table A - Theatre staff will provide a schedule by the 25th of each month for the following month of cleaning days and level of cleaning for this Scope of Work.

| TABLE A | | |
|---|----------------------|-----------------------------------|
| Description | Scope of Work | Cost for one-time cleaning |
| 1) Kavli Theatre – Level A (Full-clean/all areas) | Attachment K-1, N | \$ 550 |
| 2) Kavli Theatre – Level B (Between shows/limited scope) | Attachment K-2, N | \$ 137 |
| 3) Kavli Theatre – Level C (All areas/rehearsal/limited scope) | Attachment K-3, N | \$ 138 |
| 4) Forum Theatre – Level D (Full clean/all areas) | Attachment L, N | \$ 137 |

Table B - Work is completed on a regular schedule per below and will be separately invoiced monthly.

| TABLE B | |
|--|---------------------|
| Description | Monthly Cost |
| 1) Kavli – 1x per month, strip, wax and weekly buffing all VCT. | \$ 1,262 |
| 2) Kavli – 1x per month, complete sweep and wet mop of concrete floor in auditorium. | \$ 421 |
| 3) Forum – 1x per month, strip, wax and weekly buffing all VCT. | \$ 210 |

Table C - Work will be scheduled as needed, but at a minimum annually. Completed work will be separately invoiced upon completion of services.

| TABLE C | | |
|---|-----------------|-----------------------------------|
| Description | Location | Cost for one-time cleaning |
| 1) Carpet Extraction/shampoo (all carpeted areas) | Kavli | \$ 6,312 |
| 2) Carpet Extraction/shampoo (all carpeted areas) | Forum | \$ 631 |

Table D – Work will be scheduled as needed. Completed work will be separately invoiced upon completion of services.

| TABLE D | |
|---|--------------------|
| Description | Hourly Cost |
| 1) Performance/show porter – Scope of Work per Attachment M | \$ 26.30 |

ADDITIONAL SERVICES

Service Provider to provide quotations/proposals for other specialty cleanings/services as requested during the contract term.