



Midpeninsula Regional
Open Space District

R-23-17
Meeting 23-04
February 8, 2023

AGENDA ITEM 4

AGENDA ITEM

Contract Amendment for Custodial Services at Five Staff Facility Offices

GENERAL MANAGER'S RECOMMENDATION *den*

Authorize the General Manager to execute a contract amendment with Del Rey Building Maintenance to extend custodial services at the Administrative Office, Skyline Field Office, Coastal Area Outpost, Foothills Field Office, and South Area Office an additional six months at a cost of \$48,000, bringing the total not-to-exceed contract amount to \$96,000.

SUMMARY

In August 2022, Midpeninsula Regional Open Space District (District) entered into a month-to-month contract with Del Rey Building Maintenance in the amount of \$48,000 to perform custodial services for six months at all five District administrative and field offices. Due to increased custodial needs for the new South Area Office and Administration Office, staff expected to solicit a competitive bid and enter into a new custodial contract in 2023. An extension of the current contract is needed to allow time to issue a Request for Proposals. This action will extend the existing contract an additional six months and increase the current contract by an additional \$48,000 to a not-to-exceed total amount of \$96,000. The FY23 budget does not include sufficient funding for the recommendation. A budget adjustment will be included in the next quarterly budget amendment process.

DISCUSSION

Del Rey Building Maintenance (Del Rey) is the current custodial service provider for the District. Del Rey provides custodial services such as garbage removal, disinfecting common areas, waxing floors, restocking soap and paper towel dispensers, among other custodial tasks for all District staff facilities. With the more recent expansion of custodial services for the South Area Office (SAO) in 2021 and increased custodial needs at the new Administration Office (AO) as of May 2022, staff had planned to solicit a new Request for Proposals (RFP) for custodial services and enter into a new, four-year contract by end of 2022. However, the release of the RFP was delayed due to unexpected facilities and new building systems troubleshooting and greater than expected move-in relocation support for the new AO. A contract extension is needed to continue custodial services at all District facilities until the RFP process is completed and a new custodial contractor contract is approved by the Board of Directors (Board). Staff anticipates posting the custodial services RFP in February 2023 with a new contract effective July 1, 2023.

The current month to month contract with Del Rey Building Maintenance expires January 2023 and needs to be extended for an additional six months and increased by an additional \$48,000 for a total not-to-exceed amount of \$96,000 to avoid interruptions of custodial services.

FISCAL IMPACT

The FY23 Budget does not include sufficient funding to execute a contract amendment with Del Rey Building Maintenance to extend custodial services. The recommended action will require additional funds of \$35,000, which may be accomplished by shifting funds where a savings or lower than expected expenditures are anticipated. A budget amendment will be included in the next quarterly budget amendment process.

BOARD AND COMMITTEE REVIEW

No prior board or committee review of this agenda item.

PUBLIC NOTICE

Notice was provided as required by the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this action is not a project under the California Environmental Quality Act.

NEXT STEPS

Upon Board authorization, the General Manager will direct staff to amend the contract with Del Rey Building Maintenance.

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