

REPORT TO CITY COUNCIL

DATE: AUGUST 10, 2005

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: CHRIS DODD, FACILITIES/OPERATIONS SUPERVISOR II

SUBJECT: APPROVE AN AGREEMENT FOR JANITORIAL SERVICES FOR THE CIVIC CENTER, RECREATION CENTER, AND HISTORIC REYES ADOBE

Staff is requesting City Council approval of a professional service agreement with The Window Cleaning Company to provide janitorial services for City owned buildings. The agreement will be in effect through July 31, 2006 at a cost of \$2,500/month. Work includes providing building janitorial services for the civic center, recreation center, and the historic Reyes Adobe building as outlined in the agreement.

On May 1, 2005, the City's janitorial services agreement with Bell Building Maintenance expired. Staff sought out and received three competitive proposals for janitorial services. The proposals ranged from \$2,500/month to \$3,800/month. Staff reviewed the proposals and references provided by each company. The Window Cleaning Company had excellent references and had the lowest cost proposal.

Staff hired The Window Cleaning Company on a three-month temporary basis to evaluate and determine their quality of work. The Window Cleaning Company has met all expectations and therefore, staff is recommending City Council approve the attached agreement for janitorial services.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the attached agreement between the City of Agoura Hills and the Window Cleaning Company to provide janitorial service for the Civic Center, Recreation Center, and historic Reyes Adobe;
2. Authorize the Mayor to sign the contract on behalf of the City Council;
3. Direct the City Clerk to Attest to the Contract; and,
4. Recommend the City Attorney sign the Contract as Approved As To Form.

Attachment: Contract