

REPORT TO CITY COUNCIL

DATE: JUNE 26, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: NICK NEWKIRK, RECREATION MANAGER

SUBJECT: APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES WITH DANISH ENVIRONMENT, INC. FOR JANITORIAL SERVICES AT THE AGOURA HILLS RECREATION AND EVENT CENTER

The purpose of this report is to seek approval for the City to approve the First Amendment to the Agreement for Contractor Services with Danish Environment, Inc. ("Danish Environment"). On July 1, 2023, the City entered into an agreement with Danish Environment to provide janitorial services at the Agoura Hills Recreation and Event Center with a detailed and focused scope of work for the facility.

Danish Environment has been working with the City for four years cleaning, sanitizing, and maintaining the Department of Community Services offices, recreation program areas, public restrooms, and The Event Center facilities, including the kitchen and outdoor patio areas. Danish Environment will continue to provide clean up, maintenance, set-up, and breakdown services for all Event Center events that occur seven days a week. The services provided would not be possible without the collaborative efforts between the contractor and City Staff.

City Staff has been pleased with the work that Danish Environment has been providing. They understand that the City's goal is to maintain the aesthetics and beauty of the public facilities that the residents and participants of the programs deserve. Danish has demonstrated that they understand that quality service is paramount to providing the best experience possible that the community expects when visiting the facilities.

The proposed First Amendment to the Agreement has been reviewed by the City Attorney and approved as to form.

FISCAL IMPACT

There is no fiscal impact. The First Amendment to the Agreement for Contractor Services is \$140,000 and is included in the Fiscal Year 2024-25 Proposed Budget; Account No. 010-4426-543000.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the First Amendment to Agreement with Danish Environment, Inc.
2. Authorize the Mayor to sign the amendment on behalf of the City Council.

Attachment: First Amendment to Agreement.

FIRST AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES
WITH THE CITY OF AGOURA HILLS

| | |
|--------------------------------------|--|
| NAME OF CONTRACTOR: | Danish Environment, Inc |
| RESPONSIBLE PRINCIPAL OF CONTRACTOR: | Attn: Christina Harlan |
| CONTRACTOR'S ADDRESS: | 820 Muskingum Ave. Pacific Palisades, CA 90272 |
| CITY'S ADDRESS: | City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager |
| PREPARED BY: | Nick Newkirk |
| COMMENCEMENT DATE: | July 1, 2024 |
| TERMINATION DATE: | June 30, 2025 |
| CONSIDERATION: | Amendment Amount: \$ Total Contract Price Not to Exceed: \$140,000.00/yr |

**FIRST, AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND DANISH ENVIRONMENT, INC.**

JANITORIAL SERVICES

THIS FIRST AMENDMENT is made and entered into as of July 1, 2023, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Danish Environment, Inc (hereinafter referred to as "Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On July 1, 2024, the City and Contractor entered into that certain Agreement entitled "Agreement for Contractor Services between the City of Agoura Hills, and Danish Environment, INC", in the amount of One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00).

b. The parties now desire to extend the term of the agreement to June 30, 2025, increase the payment in the amount of One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2025, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Contractor monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The First Amendment amount shall not exceed One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00), for additional term for a total Agreement amount of Two Hundred Eighty Thousand Dollars and Zero Cents (\$280,000.00).

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Illece Buckley Weber,
Mayor

ATTEST:

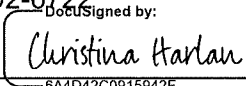
Kimberly M. Rodrigues, MMC
City Clerk
*Date Approved by City
Council* _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

Danish Environment Inc.
820 Muskingum Ave.
Pacific Palisades, CA 90272
Christina Harlan
(818)992-6722

By:  _____
DocuSigned by:
6A4D42C0915942F...

Print Name: Christina Harlan

Title: owner

By: _____

Print Name: _____

Title: _____

[Signatures of Two Corporate Officers Required]

ATTACHMENT A

Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Contractor.

All Areas

Daily

1. Vacuum all open traffic areas.
2. Spot clean carpet as necessary.
3. Clean and sanitize drinking fountains, sinks and kitchenettes.
4. Empty trash containers and wastebaskets, replace liners, clean as necessary.
5. Empty recycling containers.
6. Spot clean all interior and exterior doors, window, frames and glass to remove fingerprints/smudges.
7. Spot clean fingerprints from light switch plates and partitions and walls.
8. Dust all counter tops.
9. Sweep interior and exterior stairs and stairwells

Weekly

1. Remove dust and cobwebs from ceiling, HVAC grates, walls, fixtures and corners.
2. Damp clean all ceiling air diffuser outlets.
3. Damp clean top set floor base.
4. Low dust all horizontal surfaces (under 6' high) including window sills, ledges, molding, picture frames and vents.

Monthly

1. High dust all horizontal surfaces (over 6' high) including shelves, moldings ledges, pipes, ducts, etc.

Lobby/Reception Areas

Daily

1. Damp mop floors, paying special attention not to splash on counter/walls. Use slip resistant solution in water.
2. Clean and vacuum.
3. Wipe down and disinfect all counter top surfaces.

Bi-Monthly (60 Days)

1. Buff and strip and re-finish/wax hard surface floors.

Quarterly

1. Vacuum upholstered furniture and damp clean and condition vinyl/leather.

The City reserves the right to redirect the scheduled areas as needed.

RESTROOMS – Note: Do NOT use caustic chemicals on metal fixtures!

Daily

1. Clean and sanitize: floors and floor base, sink surfaces, basins and faucets, under sink fixtures.
2. Clean and polish all chrome fixtures.
3. Clean and polish all mirrors and shelving.
4. Clean and sanitize: toilet, toilet seats, both sides, toilet valves, door handles, urinals and urinal valves.
5. Empty all containers and disposals, replace liners as required.
6. Clean and sanitize exterior of all containers.
7. Empty and sanitize interior of sanitary containers and replace wax liners.
8. Spot clean tile walled surfaces.
9. Spot clean and dust tops of toilet partitions and urinal modesty panels.
10. Restock soap and all paper supplies.
11. Maintain batteries and scents in air fresheners and soap dispensers.
12. Report leaky faucets, urinals, toilets, or any other restroom deficiencies.

Weekly

1. Pour enzyme disinfectant into floor drains to fill trap.
2. Wash and sanitize: toilet partitions and urinal modesty panels.
3. Damp clean ceiling air diffusers and door vents.
4. Clean all door kick panels.

Monthly

1. Damp clean and sanitize tiled wall surface.

Bi-Monthly (60 days)

1. Strip and re-finish/wax tile floors.
2. Provide and change all urinal cakes.

GENERAL OFFICE AREAS: INCLUDES PRIVATE ROOMS AND WORKSTATIONS

Daily

1. Empty wastebaskets and replace plastic liners as required.
2. Dust/clean desks, tables, chairs, pen sets, telephone and desk top computers. Do not disturb papers on furniture. Reposition all chairs for a neat appearance.
3. Clean tops of all work surfaces, exposed filing cabinets, bookcases, shelves, tables and other equipment.
4. Vacuum all carpet.
5. Spot clean interior glass.

Weekly

1. Vacuum all carpet thoroughly, giving detail to file cabinet bases, under desks and based board edges.
2. Damp clean ceiling air diffusers.
3. Damp clean plastic, leather and vinyl chair/seat covers.
4. Vacuum upholstered furniture.
5. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

Monthly

1. Wash exterior and interior of waste receptacles.
2. Vacuum under clear plastic chair mats.
3. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.

Common Areas

Daily

1. Clean work area counter tops (copier areas, layout tables, etc.)
2. Clean and sanitize sinks.
3. Restock hand towels.

CONFERENCE ROOMS

Daily

1. Vacuum carpet.
2. Clean table tops.
3. Wipe off chairs.
4. Reposition chairs for a neat appearance.
5. Empty wastebaskets and replace plastic liners as necessary.
6. Dust telephones and televisions.

Weekly

1. Polish table tops and bases.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

Monthly

1. High dust above hand height (6 feet).

Quarterly

1. Condition all upholstered/leather furniture

STAFF BREAK ROOM & KITCHEN

Daily

1. Damp mop and sanitize floors.
2. Spot clean walls.
3. Clean, sanitize and polish: counter tops, refrigerator, sink basins, faucets, cabinets, drawers, shelving and table tops.
4. Wipe down all chairs.
5. Empty trash containers, replace liners.
6. Clean exterior of all waste containers.
7. Remove all newspapers, dispose in recycling bins.
8. All recyclables such as cans, bottles, plastic are the property of the City of Agoura Hills and are to be deposited into designated recycling bins for City to recycle.

Weekly

1. Clean inside of microwave ovens.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

Monthly

1. High dust above hand height (6 feet).
2. On the last Friday of every month, clean the interior and exterior of all refrigerators. This includes disposal of all perishable food and containers. Facilities will assist in the disposal.
3. Buff hard surface floors.

MULTI-PURPOSE ROOMS

Daily

1. Damp mop and sanitize floor
2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

Weekly

1. Clean Mirrors
2. Clean interior and exterior windows

CLASS ROOMS

Daily

1. Damp mop and sanitize floor
2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

Weekly

1. Clean Mirrors
2. Clean interior and exterior windows

Bi-Weekly

1. Dust wall wood paneling

Monthly

1. Buff, wax and polish class room flooring

EVENT CENTER

Daily

1. Empty wastebaskets and replace plastic liners as required.
2. Spot clean interior and exterior glass windows of finger prints and smudges
3. Clean all door kick panels.

Weekly

1. Damp mop event center floor.
2. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

Bi-Weekly

1. Dust wall wood paneling

Monthly

1. Polish wall wood paneling
2. Buff, wax and polish event center flooring

Quarterly

1. High dust above hand height (6 feet) all horizontal surfaces including partitions, pipes, beams, HVAC ducts, projectors, etc. Contractor will provide lift gate for these tasks and protective floor covering to prevent flooring damage.

Miscellaneous

1. Clean and rack event center tables and chairs at conclusion of each event

EVENT CENTER KITCHEN

Daily

1. Clean, sanitize and polish: counter tops, refrigerator, stoves, sink basins, faucets, cabinets, drawers, shelving and table tops.

Weekly

1. Mop and sanitize kitchen floor.

Monthly

1. Wash interior and exterior of waste receptacles.

2. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.
3. Pour enzyme disinfectant into floor drains to fill trap.

EXTERIOR OF BUILDING

Daily

1. Clean, sanitize and polish: Exterior trash cans

Monthly/As Needed

1. Wash interior and exterior of waste receptacles.
2. Power wash Event Center patio, decks, entryway
3. Clean trellis and lights

MISCELLANEOUS

Daily

1. Clean sink in custodial closets.
2. Maintain custodial closets and supplies in a clean and orderly manner. Keep odor free.
3. Remove trash from hallways, must clearly be marked "Trash/Basura".
4. Vacuum, clean, polish Elevator door, floor and walls.
5. Contractor will be required to utilize Industry Recommended cleaning products for some furniture and fixtures. Contractor and Recreation/Facilities Manager will coordinate this effort.

EVENT CENTER SET UP/BREAKDOWN

Per Event

1. Set up Event Center tables and chairs based on the diagram provided by City Staff beforehand.
2. Clean and put all tables and chairs away.
3. Clean all trash off of floors in Event Center, restrooms and common areas.
4. Clean and restock Event Center restrooms.
5. Clean Event Center kitchen and remove trash.
6. Clean windows as needed.
7. Clean all floors as needed.