



## Legislation Text

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**File #:** 20-0285, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Stephanie Katsouleas, Public Works Director  
Steve S. Charelian, Finance Director  
Gwen Eng, Purchasing Manager  
Anna Luke-Jones, Senior Management Analyst

**SUBJECT:**

Consideration of a Resolution Approving an Increase to the Authorized Contingency with Commercial Cleaning Services for Additional Janitorial Services Due to COVID-19 for a New Not-to-Exceed Amount of \$100,000 (Public Works Director Katsouleas).

**ADOPT RESOLUTION NO. 20-0120 APPROVING AN INCREASE IN THE CONTINGENCY**

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**RECOMMENDATION:**

Staff recommends that City Council adopt Resolution No. 20-0120 approving an increase to the authorized contingency for additional janitorial services due to COVID-19, for a new not-to-exceed amount of \$100,000.

**FISCAL IMPLICATIONS:**

In January 2018, City Council approved 3-year agreement with Commercial Cleaning Service (CCS) for \$1,584,135 for janitorial services at all City facilities and authorized a \$30,000 annual contingency for additional janitorial services as may be needed. With the onset of COVID-19 in March 2020, the need for enhanced cleaning, sanitation, and disinfection has significantly increased. Based on COVID-related expenditures to date, staff estimates that up to \$100,000 will be needed this fiscal year to ensure protection of the work environment and respond to potential exposures through June 2021.

On October 20, 2020, the Finance Department will provide a quarterly budget update, including the broad impacts stemming from COVID-19, and seek City Council approval to appropriate funds to address COVID-19 unbudgeted expenditures, which will include an additional \$70,000 in contingency authority for COVID-19 related janitorial services.

**BACKGROUND:**

The City of Manhattan Beach hired CCS in January 2018 following a competitive Request for Proposal (RFP) process. The approved agreement has a contract term of three years, with the possibility of four additional one-year extensions base on the satisfactory performance of CCS. City Council also authorized an annual \$30,000 contingency to address unforeseen activities and special

event services beyond what is already included in the scope of work (e.g., extra support for concerts in the park or other city events). CCS' current agreement expires on January 31, 2021, and due to the company's satisfactory performance, staff plans to return to City Council at a future date and recommend exercising the first one-year extension to provide for janitorial services through December 2021.

**DISCUSSION:**

In order to help prevent the spread of COVID-19, CCS' janitorial cleaning frequencies and resources have increased to help ensure that the on-site working environment is as safe as possible against COVID-19's actual and potential exposures. Additionally, CCS has been requested to provide disinfection services when known cases of Covid-19 arise among employees who report to work. Such locations include City Hall, the Public Safety Facility, the Public Works yard, and several Parks & Recreation facilities. In the first two months of Fiscal Year (FY) 2020-2021, the cost for Covid-19 related services has been \$11,379. However, with the upcoming winter and flu season, staff estimates that up to \$70,000 more may be required through June 30, 2021 for enhanced cleaning services, in particular given the Center for Disease Control (CDC) concerns about seasonal (winter) spread of the virus.

Therefore, staff recommends that City Council authorize an additional \$70,000 in contingency for enhanced janitorial services as may be needed. All funds not expended will revert back to the general fund. An appropriation for this funding request will be brought to City Council on October 20, 2020, as part of the Finance Department's quarterly budget update.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has approved the agreement as to form.

**ATTACHMENT:**

1. Resolution No. 20-0120