



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

VIA: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: DAVID HUYNH, SR. ENGINEER/MAINTENANCE MANAGER

DATE: OCTOBER 20, 2021

**SUBJECT: APPROVE AN AMENDMENT TO INCLUDE THE TOWN CENTER
FACILITIES AND PRICE ADJUSTMENT FOR JANITORIAL SERVICES
WITH TONY’S CLEAN TEAM, LLC**

RECOMMENDATION

Authorize an amendment to include the new Town Center Facilities to Tony’s Clean Team, LLC contract for the continuation of Janitorial Services with not-to-exceed amount of \$15,386 per month; direct the City Attorney to prepare the extension; and authorize the City Manager to execute the agreement.

BACKGROUND

Tony’s Clean Team, LLC became the Town’s Janitorial Maintenance Services provider on a month-to-month basis in March 2019. Council approved a contract extension for their services in July 2019. The current contract is a 2-year contract with an option to extend the contract for an additional 2-year term, which would end in September 2023.

Town facilities have been fluctuating to accommodate construction of the new Town Center and Library; as well as service level adjustments due to COVID-19. Tony’s Clean Team has been able to accommodate the transition in Town facilities and locations and further has been able to make adjustments in service levels during the COVID-19 pandemic. Tony’s Clean Team makes exceptional effort to ensure the Town is satisfied with their services. It is anticipated that their accommodation and ability to make adjustments through the completion of construction of the Town Center and our transition into the new facilities will continue.

This contract is fully inclusive of labor, supplies and equipment necessary to maintain these facilities in good working order. The following is a list of included facilities and service levels required for each:

- Police Department (3 times per week)

- Temporary Restrooms Police Department (2 times per week)
This cleaning will be in lieu of the effort to clean the old Council Chambers
- Temporary Library (3 times per week)
- Temporary Town Administration (2 times per week)
- Temporary Permit Center (2 times per week)
- Park Playground Restrooms (7 times per week)
- Park Main House Downstairs Restrooms (2 times per week)
- Carriage House Restrooms (2 times per week)
- Little League Ballfield Restrooms (7 days per week)
- Periodic Cleaning of the Pavilion and Main House (upstairs) restrooms

In March 2020, janitorial services were adjusted due to COVID 19. Services were increased to follows:

- Police Department (7 times per week)
- Temporary Restrooms Police Department (7 times per week)
This cleaning would be in lieu of the effort to clean the old Council Chambers
- Temporary Library (5 times per week)
- Temporary Town Administration (5 times per week)
- Temporary Permit Center (5 times per week)
- Park Playground Restrooms (7 times per week)
- Park Main House Downstairs Restrooms (5 times per week)
- Carriage House Restrooms (4 times per week)
- Little League Ballfield Restrooms (7 days per week)

The current proposal for janitorial services will be the remain the same as the adjustments made in March of 2020 for COVID 19.

- Police Department (7 times per week)
- New Library (5 times per week)
- New Town Administration (5 times per week)
- New Permit Center (5 times per week)
- Park Playground Restrooms (7 times per week)
- Park Main House Downstairs Restrooms (5 times per week)
- Carriage House Restrooms (4 times per week)
- Little League Ballfield Restrooms (7 days per week)

ANALYSIS

In May 2021, Town staff actively began negotiations with Tony's Clean Team to extend their existing services contract with the Town for renewal in anticipation for the move-in to the new Town Center.

Approved Contract Amount (initial):	\$4,500 per month
Enhanced Cleaning Contract (current):	\$10,210 per month
Propose Contract Extension Amount:	\$15,386 per month

As noted above, Town facilities have been fluctuating to accommodate construction of the new Town Center and Library, and it is anticipated that additional adjustments will be needed through the construction, during the move-in timeframe, and as we get accustomed to the new facilities. Town staff and Tony’s Clean Team’s management continue to meet on a regular basis to refine and improve the services provided.

POLICY FOCUS

The City Council discussion should focus on the extension of the contract with our current provider versus a competitive rebid and felt that the current contract arrangement has been beneficial to the Town practically and economically. The Town has always contracted for Janitorial Services.

FISCAL IMPACT

The proposed Fiscal Year 2021-22 operating budget has sufficient funds to pay for these services out of the General Fund in the amount of \$15,386 per month.

GOAL ALIGNMENT

This report and its contents are in alignment with the following Council Policy Goals:

- Goal C – Create and Expand the Town Center/Library
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- ___ Audit/Finance Committee (meets every other month)
- ___ Bicycle/Pedestrian Committee (meets as needed)
- ___ Civic Center Advisory Committee (meets as needed)
- ___ Environmental Programs Committee (meets every other month)
- ___ Park and Recreation Committee (meets each month)
- ___ Planning Commission (meets each month)
- ___ Rail Committee (meets every other month)
- ___ Transportation Committee (meets every other month)

ATTACHMENTS

Attachment 1 – Tony’s Clean Team Proposal Letter



**ATHERTON TOWN CENTER
80 Fair Oaks Lane
Atherton, Ca. 94027
650-752-0555
DHuynh@ci.atherton.ca.us**

**MAINTENANCE CONTRACT
Revised Date: 10/07/2021**

Dear David and Robert,

Tony's Clean Team proposes to furnish all labor, supplies and equipment to complete the following services at:

Project Name: **ATHERTON TOWN CENTER & HOLBROOK-PALMER PARK**

Project Address: **80 Fair Oaks Lane Atherton, CA 94027**

AREAS TO BE MAINTAIN:

- New City Hall – Level 1 & Level 2 (Approx. 28, 575sf)
- New Ancillary Building (1,933sf)
- New Library (10,235sf)
- Old Council Chambers (1,815+45=1,860sf)
- Main House (Restroom Only)
- Carriage House (Restrooms)
- Playground Restrooms
- Little League Restrooms

AREAS/ROOMS	WEEKLY	MONTHLY	YEARLY
RESTROOMS (At all buildings):	7		
Empty trash & replace liners, as necessary.	7		
Dust/Wet mop floors with germicidal cleaner	7		
Clean and sanitize sinks & counters.	7		
Clean and disinfect all toilets & urinals.	7		
Clean light switches.	7		
Clean all handles & knobs.	7		
Clean partitions and walls by urinals	7		
Clean all showers.	7		
Dispose waste and clean receptacles.	7		
Check for paper products and refill.	7		
Check for soap products and refill as needed.	7		
Clean and shine chrome fixtures	7		

Clean glass and mirrors	7	ATTACHMENT 1	
Report burnt out lights and other issues.	7		
Vacuum air vents as needed.	7		
Flush floor drains with fresh water enzymatic/solution	7		
High dust surface to six feet	7		
Remove Cobwebs as needed	7		
Clean fingerprints and smudges	7		
Clean windows throughout (Inside)			1
CITY HALL (Level 1 & Level 2):	7		
Empty trash & replace liners.	7		
Dispose waste and clean receptacles.	7		
Check for paper products and refill.	7		
Vacuum carpet & remove spots.	7		
Spot clean partition glass	7		
Clean light switches.	7		
Clean all handles & knobs.	7		
Clean, mop and sanitize tile and office floors.	7		
Clean/polish/sinks and kitchen areas.	7		
Clean/polish/tables/countertops.	7		
Straighten/align furniture.	7		
Wipe off desks, bookshelves, and monitors.	7		
Detail Vacuum under desks, wires, etc.	7		
Spot clean walls	7		
Dust surfaces/windowsills/countertops	7		
Wipe/Clean microwave and faces of appliances.	7		
Clean fingerprints and smudges .	7		
Dust/wipe all moldings and remove cobwebs.	7		
Clean and polish door kick plate	7		
Vacuum air vents as needed.	7		
Report burnt out lights and other issues.	As needed.		
Dust/clean equipment	7		
Strip and refinish floors.			2
Clean all plexiglass	7		
Clean windows at entrance/rear door/any inside windows/glass	1		
Clean lower-level windows (In/Out)		1	
Clean windows throughout (In/Out)			2
Note: Locked offices will not be serviced			
LIBRARY & TOWN HALL	5		
Empty trash & replace liners.	5		
Dispose waste and clean receptacles.	5		
Check for paper products and refill.	5		
Vacuum carpet & remove spots.	5		

	ATTACHMENT 1		
Spot clean partition glass	5		
Clean light switches.	5		
Clean all handles & knobs.	5		
Clean, mop and sanitize tile and office floors.	5		
Clean/polish sinks and kitchen areas.	5		
Clean/polish/ tables/countertops.	5		
Straighten/align furniture.	5		
Wipe off desks, bookshelves, and monitors.	5		
Detail vacuum under desks, wires, etc.	5		
Spot clean walls	5		
Dust surfaces/windowsills/countertops	5		
Wipe/Clean microwave and faces of appliances.	5		
Clean fingerprints and smudges	5		
Dust/clean windows/blinds/door frames.	5		
Dust/wipe all moldings and remove cobwebs.	5		
Clean windows at entrance/rear door/patio/café	5		
Clean and polish door kick plate	5		
Vacuum air vents as needed.	5		
Report burnt out lights and other issues.	As needed.		
Dust/clean equipment	As needed.		
Strip and refinish floors.			2
Clean all plexiglass	5		
Clean windows at entrance/rear door/any inside windows/glass	1		
Clean lower-level windows (In/Out)		1	
Clean windows throughout (In/Out)			2
Note: Locked offices will not be serviced			
BREAK ROOMS:	7		
Dust/wet mop floor with germicidal cleaner	7		
Empty trash and replace liners.	7		
Clean and sanitize sinks and counter tops.	7		
Spot clean cabinet doors	7		
Rinse clean coffee pots	7		
Wipe clean microwaves inside and out	7		
Wipe clean refrigerator outside	7		
Wipe clean & properly arrange furniture.	7		
Clean and refill towel dispenser as needed.	As needed.		
High dust surfaces to six feet		1	
Remove cobwebs as needed.	As needed.		
Vacuum air vents	As needed	1	
JANITORIAL CLOSETS:	As needed.		
Organize and store our janitorial supplies.	As needed.		
Clean, sanitize mop heads & hand dry.	As needed.		
Empty and clean mop bucket	As needed.		

Sweep and mop floor Remove trash. Deodorize	As needed As needed. As needed	ATTACHMENT 1	
---	--------------------------------------	---------------------	--

MONTHLY SERVICE PLAN: November 2021 to October 2022

All of the above buildings/areas have been included in this price and we will revise our price as needed.

PRICE BREAKDOWN PER FACILITY:

- **New City Hall – Level 1 & Level 2:**
 - PD department 7x/week = \$5,910
 - Admin/Permit offices 5x/week = \$2,521
- **New Ancillary Building (1,933sf): 5x/week = \$483**
- **New Library (10,235sf): 5x/week = \$3,746**
- **Old Council Chambers (1,815+45=1,860sf) : 5x/week = \$466**
- **Main House (Restroom Only) : 5x/week = \$540**
- **Carriage House (Restrooms Only) : 4x/week = \$270**
- **Playground Restrooms: 7x/week = \$725**
- **Little League Restrooms: 7x/week = \$725**

Janitorial Maintenance Services (Labor & Materials).....\$15,386/month

TCT will supply all labor and materials to perform the above services per the specifications above.

OTHER OPTIONS THAT WE RECOMMEND:

#1). Continue with current COVID 19 disinfecting programs (7x/Week).....\$6,930/month
Add to contractYes ___ No ___

#2). Add COVID 19 Electrostatic spraying at high traffic areas/rooms (3x/Week).....TBD/month
Add to contract.....Yes ___ No ___
 Pricing to be determined after confirming the desired rooms/areas.

#3). Add carpet cleaning/shampoo at high traffic areas/rooms.....TBD/each
Add to contract.....Yes ___ No ___
 Pricing to be determined after confirming the desired rooms/areas.

#4). Add solar panel maintenance/cleaning (1x/month RECOMMENDED).....TBD/month
Add to contract.....Yes ___ No ___
 Pricing to be determined.

#5). Handyman Services (Labor only).....\$65/hr. Yes ___ No ___
 TCT will provide crew members to help with more skill tasks like replacement of light bulbs, basic carpentry, furniture installation, paint touchups, door hardware adjustment/install, etc.

#6). Add Power Washing maintenance on hardscape areas or exterior walls.

(4x/year RECOMMENDED).....TBD/month
Add to contract.....Yes ___ No ___
Pricing to be determined.

#7). Add landscape maintenance.....TBD/month

Add to contract.....Yes ___ No ___
Pricing to be determined.

HEALTH AND SAFETY:

Maintain MSDS sheets in janitor’s closet always.
Report safe hazards immediately, repair, if possible, as needed

SECURITY:

Janitors will set alarm upon their departure each workday.
No persons admitted into building by servicers.
No employee substitutions will be made without authorization.
Make sure all doors are locked during & following work.
Keep building secured when dumping trash.

OTHER MAINTENANCE SERVICES THAT WE CAN PROVIDE

- Window/Door washing and cleaningUpon Request.**
TCT will provide window cleaning (inside and out) throughout the building.
- Cleaning of open high ceiling area/ductwork (2x Year)Upon Request**
TCT will clean the high ceiling areas, ductwork, and other hard to reach areas two times a year.
- Floor Stripping.....Upon Request**
- Floor Scrub.....Upon Request**
- Carpet shampoo.....Upon Request**
- Power Washing on Hardscape areas (2x Year) Upon Request**
Power washing to be done at hardscape areas around the building.
- Power Washing Exterior Walls (2x Year) Upon Request**
- Cleaning of flat roof (2x Year)Upon Request**
TCT will sweep/clean the flat roof of the main building.
- Solar Panel Cleaning (2x Year) Upon Request**
- Landscape Maintenance Upon Request**
- Hauling Services/Junk Removal.....Upon Request**

ATTACHMENT 1

- TCT takes the utmost care in the cleaning of glass, tile, and fine stone. Previous scratches on these surfaces are often not detectable until after they are cleaned, therefore we will not be held liable for previous damage to those types of surfaces.
- This estimate is per site visit and plans emailed to us. This is also per our regular cleaning procedures, and does not include the removal of excess paint, concrete, caulking, glue, and stucco or water spots. A separate estimate will be discussed at the time of discovery of those items. Final pricing to be completed after later and after doing a job walk to confirm plan information. This bid is valid for 30 days.
- Tony's Clean Team will provide one field supervisor and team members to complete the services above. TCT is assuming that there will not be any heavy furniture or items that will need to be move when performing the work. Any delays will be charge on a Time & Material basis of \$75/per man hour.
- Our field supervisor will communicate with the project manager and be your "go-to-guy" on site to make sure the job is completed on point and meet your expectations. All work to be performed per the above specifications.
- Payments to be made upon completion or no later than five working days from completion date.

Please give us a call on any questions that you might have. Thank you for giving us the opportunity to bid your project and we hope that we can provide you with our excellent services.

Respectfully,

Nick Amaya

Authorized Signature

10/07/2021

Date

Customer Signature

Date