



Item No. 8 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: WILL BURSE, PARK/TOWN MAINTENANCE MANAGER

DATE: JUNE 19, 2024

**SUBJECT: APPROVE A 2-YEAR CONTRACT EXTENSION TO THE JANITORIAL
SERVICES CONTRACT WITH TONY'S CLEAN TEAM**

RECOMMENDATION

It is recommended that the Council authorize a 2-year contract extension to the janitorial Tony's Clean Team, LLC contract for the continuation of Janitorial Services for the Town; 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 after the termination of a contract with the Town's previous service provider. The Council approved a contract extension for their services in July 2019 allowing for an initial term of 2-years with an option to extend the contract for one additional 2-year term. The Council also authorized the exercise of the 2-year contract extension. The extended contract expired in September 2023, and Tony's Clean Team has continued to provide janitorial services on a month-to-month basis.

Over the course of the services contract, Tony's Clean Team has been able to adjust to the Town's needs, including adjusting service levels during the COVID-19 pandemic, transition to the New Town Center, and making adjustments to services as our needs change.

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:

ANALYSIS

The services areas include:

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

Tony's Clean Team requested an adjustment to the base monthly service fee to \$17,905, from \$15,386. The majority of the price adjustment is related to the inclusion of increased frequency of cleaning at the library, the park, and other areas that were paid as extra work items in the current contract.

Tony's Clean Team has also provided various additional services beyond basic janitorial services, including assistance with restoration following flooding events at the Town Center, installation of art hanging systems in the Main House and at the Town Center, as well as other handyman and labor support. They have included hourly rates for such services in their contract extension proposal.

As noted above, the Town's needs related to its facilities have changed as we have developed a better understanding of our new facilities and needs. Town staff and Tony's Clean Team's management continue to meet on a regular basis regarding 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 24-25 operating budget includes sufficient funds to pay for these services out of the General Fund.

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