

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 7, 2017	

TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works Director

THROUGH: Rodger Craddock, City Manager

ISSUE: Bay Area Enterprise Janitorial Services Contract for the Library and City

SUMMARY:

After over 24 years, the library's janitorial contractor retired. To maintain service, the library contracted with the same company, Bay Area Enterprises (BAE), that the City uses to clean other City buildings. Approval of an amendment to the existing BAE contract is needed to ensure continued janitorial service at the Library.

The City's existing contract with BAE is set to expire May 22, 2017. At the February 28th City Council Works session, the Council directed staff to go out to bid for City wide janitorial services.

ACTION REQUESTED:

If it pleases the City Council, approve an amendment to the existing janitorial contract with Bay Area Enterprises to provide janitorial services to the Coos Bay Library and authorize the City manager to sign the amendment. The total cost for the Library janitorial service with Bay Area Enterprises under the existing contract will not exceed \$20,000

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION
Agenda Staff Report

MEETING DATE February 28, 2017	AGENDA ITEM NUMBER
--	---------------------------

TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works Director 

THROUGH: Rodger Craddock, City Manager

ISSUE: Bay Area Enterprise Janitorial Services Contract for the Library and City

SUMMARY:

This report covers two items, addition of the Library to the City's existing janitorial contract and discussion of the upcoming expiration of the City's janitorial contract. After over 24 years, the library's janitorial contractor retired. In order to maintain service, the library contracted with the same company, Bay Area Enterprises (BAE), that the City uses to clean the other buildings. Approval of an amendment to the existing BAE contract is needed to ensure continued janitorial service at the Library.

In addition, the City's existing contract with BAE is set to expire May 22, 2017. It will be necessary to negotiate a new contract to continue service beyond that date.

ACTION REQUESTED:

Staff will bring a contract amendment for addition of the Library to the existing BAE contract at a future regular City Council meeting. In addition, staff will negotiate new costs with BAE for a new 2-year contract to include the City Hall, City Shops, the Visitor's Information Center, and the Library. Staff will bring the contract for approval by Council at a future Council meeting

BACKGROUND:

After over 24 years, the library's janitorial contractor retired. In order to maintain service, the library contracted with the same company, Bay Area Enterprises (BAE), that the City uses to clean the other buildings. Approval of an amendment to the existing BAE contract is needed to ensure continued janitorial service at the Library.

The City has contracted with Bay Area Enterprise (BAE) for janitorial services from 2011 to present. The City's current 2-year contract with BAE is set to expire May 22, 2017 unless the contract period is extended or otherwise modified by written agreement of both parties. BAE is a nonprofit organization and is exempt from the competitive bidding process under ORS 279C 335 (1)(a). Per ORS 279.850, it appears that the City is obligated to use BAE as a qualified non-profit providing employment opportunities for individuals with disabilities. City staff has been pleased with the level

of service provided by BAE. They have a low turnover of help. They communicate well with staff, are polite and friendly to our customers. BAE services City Hall five days a week, the City Shops three days a week, the Library 7 days per week, and the Visitor's Information Center six days a week.

Entering into a new two-year contract, we can avoid the costs and time involved with the RFP bidding process.

BUDGET IMPLICATIONS:

The monthly average charges for the library portion are \$2,295. The total additional cost for the Library until expiration of the contract is approximately \$13,800. The costs for Janitorial services are paid for from Fund 7, Library Fund. Janitorial services costs for the Library and other City facilities under a new contract will be provided to Council after negotiation.