

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

MEETING DATE May 16, 2016	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works and Community Development Director

THROUGH: Rodger Craddock, City Manager

ISSUE: Approval of Janitorial Services Contract

**SUMMARY:**

The City has contracted with Bay Area Enterprise (BAE) for janitorial services from 2011 to present. The City's current two-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). City staff has been pleased with the level of service provided by BAE. They have a low turnover of help.

BAE services City Hall five days a week, the City Shops three days a week, the Visitor's Information Center six days a week, and the Library six days a week.

The City's existing contract with BAE is set to expire May 22, 2017. Staff has negotiate a new contract to continue service for a cost slightly less (\$3,428.43 per year) than the previous contract due to decrease in materials cost. The monthly and annual cost per City building break down is attached.

**ACTION REQUESTED:**

If it pleases Council, approve a two-year contract with Bay Area Enterprises to provide janitorial services for City buildings not to exceed \$75,000 per year.

For additional information, see the attached February 28, 2017 Joint Council / URA Work Session report.

## Jim Hossley

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**From:** Randy Dixon  
**Sent:** Wednesday, May 10, 2017 11:01 AM  
**To:** Jim Hossley  
**Cc:** Pam Patton; John Bacon  
**Subject:** BAE Summary Cost Sheet

Jim,

Below is a summary sheet for janitorial services provided by BAE for the following facilities; Please use this for the council report. Thank you.

CITY FACILITY	PER MONTH	ANNUALLY
City Hall	\$2,505.25	\$30,062.99
City Shops	\$306.46	\$3,677.49
Coos Bay Public Library	\$2,139.85	\$25,678.15
Coos Bay Visitor Information Center	\$1,128.96	\$13,547.52
<b>TOTAL</b>	<b>\$6,080.52</b>	<b>\$72,966.15</b>

**Randy Dixon, Operations Administrator**  
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**CITY OF COOS BAY**  
**JOINT CITY COUNCIL / URA WORK SESSION**  
**Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
February 28, 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:**

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.