

**SUBJECT:                   APPROVAL OF EXTENSION OF CUSTODIAL SERVICE  
CONTRACT**

**DATE:                     APRIL 8, 2024**

**PRESENTED BY:   KURT KOWAR, PUBLIC WORKS DIRECTOR  
KEVIN FREY, FACILITIES MANAGER**

**SUMMARY:**

Staff is recommending a contract extension for approval with Mojo's Cleaning Services in the amount of \$221,000. The current contract with Mojo's Cleaning Services is in it's final year.

The contract has contractually terminated on March 31, 2024 however staff is unofficially extending services while a new Request for Proposal process is completed. Delays have been experienced with this work plan item due to workload and staffing levels.

Mojos has delivered service that meets or exceeds contract and customer expectations. Contract pricing for 2023-2024 was \$442,000. Contract extension is based on contract pricing for a period of 6 months, extending to September 30, 2024.

The custodial service contract is vital to the appearance, cleanliness, and maintainability of City facilities. Custodial Services for the City of Louisville covers 14 buildings with approximately 156,000 square feet of cleaning area. Several of the buildings require coverage seven days a week and high service levels are necessary to meet customer expectations.

**FISCAL IMPACT:**

The 2024 approved budget provides for janitorial services at the rates considered in this contract and recommended extension.

**RECOMMENDATION:**

Staff recommends the City Council award the Custodial Service contract extension to Mojo's Cleaning Services for 6 months, with the condition that the annual renewal is subject to satisfactory performance and Council's budget appropriation and that the City Council authorize the Mayor and City Clerk to execute documents on behalf of the City.

**ATTACHMENT(S):**

1. Change Order # 4

## CHANGE ORDER NO. 04

DATED: May 7<sup>th</sup>, 2024

PROJECT: City Facility Janitorial Contract

AGREEMENT DATE: March 15, 2022

PROJECT NUMBER: N/A

OWNER: CITY OF LOUISVILLE, COLORADO

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The following changes are hereby made to the Contract Documents:

Description: 6-month extension to the Janitorial Contract to extend to September 30<sup>th</sup>, 2024

Purpose: Extension to contract so staff can prepare new RFP for Public bid.

Attachments: Janitorial Contract  
Change Order # 3 – 6-month Extension  
Mojos Pricing for additional 6 months

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### ADJUSTMENT TO CONTRACT PRICE:

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| Original contract price                                    | \$ 438,820.92 / yr |
| Net change previous Change Orders No. <u>1</u> to <u>3</u> | \$ 3180            |
| Contract price prior to this Change Order                  | \$ 442,000.92 / yr |
| Net adjustment resulting from this Change Order (+/-)      | \$ 221,000.46      |
| Current contract price including this Change Order         | \$ 663,001.38      |

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### ADJUSTMENT TO CONTRACT TIME:

|                                                                   |                   |
|-------------------------------------------------------------------|-------------------|
| Original contract time (days or date)                             | 2 years           |
| Net change previous Change Orders No. <u>1</u> to <u>2</u> (days) | 0 Days            |
| Contract time prior to this Change Order (days or date)           | March 31 2024     |
| Net Adjustment Resulting from this Change Order (days)            | 183 Days          |
| Current contract time including this Change Order (days or date)  | September 30 2024 |

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Recommended:

Approved:

Accepted:

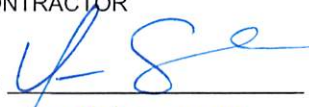
Facility Superintendent

OWNER

CONTRACTOR

By: Kevin Frey 

By: \_\_\_\_\_

By: 

Date: 3/1/2024 \_\_\_\_\_

Date: \_\_\_\_\_

Date: 04/26/24