

**MEMORANDUM**

**TO:** Chairperson and Members of the Board of Directors

**FROM:** Mike Bozzo, Director of Fleet and Facilities  
Cindy Campen, Service Section Supervisor  
Magan Waltari, Procurement & Grants Coordinator

**DATE:** October 15, 2020

**SUBJECT:** Consideration of Approval of a Contract Extension for Janitorial Service with Advantage Building Services

**RECOMMENDATION**

The Executive Committee met on October 8, 2020 and recommended that the Board of Directors approve a two (2) year contract extension with Advantage Building Services of Everett, WA for Janitorial and Window Cleaning Services for a total of \$358,000 and increase the 2020 purchase order by \$16,000 for a total of \$170,000 and authorize the General Manager to extend this agreement under its renewal options without the need for further Board approval.

**BACKGROUND**

Staff issued a Request for Proposals (RFP) for janitorial and window cleaning service on September 19, 2018. Contractors were required to price each WTA site on a monthly lump sum basis. Contractors were evaluated on their experience cleaning public facilities, staffing plan, training, company organization and their understanding of the requirements of the RFP. Two proposals were received, WTA's evaluation team selected Advantage Building Services.

The 2020 purchase order approved by the Board was \$154,000. Since then WTA has added services for the wellness trailer and increased cleaning for Covid-19 at our facilities. Staff is requesting to increase this purchase order by \$16,000 to cove

**D. CITIZEN COMMUNICATIONS**

None

**E. BOARD ACTION - CONSENT AGENDA**

**E.1 Consideration of Approval of Minutes – September 17, 2020 Board Meeting**

**E.2 Consideration of Approval of September 1-30, 2020 Expenditures**

**Recommendation:** That the Board of Directors approve the September 1-30, 2020 payable and payroll expenditures as listed in the packet.

**E.3 Consideration of Extension of Existing Contract for Janitorial Services**

**Recommendation:** The Executive Committee met on October 8, 2020 and recommended that the Board of Directors approve a two (2) year contract extension with Advantage Building Services of Everett, WA for Janitorial and Window Cleaning Services for a total of \$358,000 and increase the 2020 purchase order by \$16,000 for a total of \$170,000 and authorize the General Manager to extend this agreement under its renewal options without the need for further Board approval.

MOTION BY KORTHUIS, SECONDED BY SIDHU THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING:

- APPROVAL OF THE MINUTES FROM THE SEPTEMBER 17, 2020 BOARD MEETING
- APPROVAL OF THE SEPTEMBER 1-30, 2020 EXPENDITURES
- APPROVAL OF A TWO YEAR EXTENSION OF THE EXISTING CONTRACT WITH ADVANTAGE BUILDING SERVICES OF EVERETT, WA FOR JANITORIAL SERVICES FOR A TOTAL OF \$358,000 AND INCREASE THE 2020 PURCHASE ORDER BY \$16,000 FOR A TOAL OF \$170,000 AND AUTHORIZE THE GENERAL MANAGER TO EXTEND THIS AGREEMENT UNDER ITS RENEWAL OPTIONS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

*The motion passed 9 – 0.*

**F. BOARD ACTION**

**F.1 Consideration of Award of Contract to Provide Temporary Labor Services**