



CONSENT AGENDA
ITEM # D

MEMORANDUM

TO: Rob Fix

DATE: January 8, 2019

FROM: Sylvia Goodwin *SG*

COPIES: Joe Spencer
Anthony Ammirati

SUBJECT: EXTEND CONTRACT FOR JANITORIAL SERVICES 2019/2020

ACTION REQUESTED

Approval of a motion authorizing the Executive Director to extend the existing contract for the period of February 1, 2019 thru January 31, 2020 with 5 Star Services Inc., in the amount of \$315,276.98 plus a contingency of \$30,000 for a total authorized contract amount of \$345,276.98.

BACKGROUND

This amendment extends the current janitorial services at 28 Port facilities, excluding the Airport. The Port Divisions have been satisfied with the current service level provided and an extension of this agreement is the most effective way in which to save money on the current services provided.

This amendment will extend the current agreement with 5 Star Services, for janitorial services from February 1, 2019 thru January 31, 2020. The current agreement with 5 Star Services allows for a multiple year extensions, subject to Commission approval and budget

FISCAL IMPACT

Annual janitorial service fees are budgeted in each Division under Janitorial Expenses as a component of the 2019 Operating Budget. The proposed contract amount of \$315,276.98 is a 1.5% increase and also includes additional on-call services for the Bellingham Shipping Terminal. The additional \$30,000 contingency is covered in the 2019 Divisions janitorial operating budgets.

STRATEGIC PURPOSE

Provide cost effective janitorial services to our customers.

RECOMMENDATION

Approve action requested.