

CITY OF STOCKTON

Contract Change Order No. 1

Resolution/Motion No.: N/A Purchase Order No.: 200746
(If not required enter "N/A")

CITY OF STOCKTON CUSTODIAL SERVICES
City Project No. OM-16-057

Original Contract Price	\$ 498,000.00
Prior Change Order Total	\$ 0.00
This Change Order	\$ 81,832.00
Revised Contract Price	\$ 579,832.00

TO **Janitek Cleaning Solutions, Inc.** (Contractor). You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract.

Additional Work Performed for Above Referenced Project

A. Extra Work at Agreed Lump Sum Price:

Provide additional janitorial services in accordance with the expanded scope of services (Attachment A), and increase monthly service prices (Attachment B). This extra service is for the agreed lump sum cost not to exceed \$71,892 annually.

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

By reason of this proposed change, 0 days extension of time will be allowed.

Accepted Date 8/25/17
Janitek Cleaning Solutions, Inc.
(Contractor)

By [Signature]
Name/Title Blain Bibb, CEO

Note: This contract change order is not effective until approved by the City Manager.

Internal Approval Routing

[Signature] Date: 8/25/17
Submitted by: Colin Scott, Project Manager III

[Signature] Date: 08/25/17
Approval by: Grace B. Petines, Program Manager II

[Signature] Date: 08.25.2017
Approval Recommended by: Jodi Almassy, Deputy Public Works Director

Approval Recommended by: [Signature] Date: 8/25/17
Gordon A. MacKay, Public Works Director

**APPROVED AS TO FORM & CONTENT:
OFFICE OF THE CITY ATTORNEY**

BY [Signature]
Date: 8/30/17

ATTEST:

[Signature]
BONNIE PAIGE, CMC
CITY CLERK OF THE CITY OF STOCKTON



Change Order Approved By: [Signature] Date: 9/18/2017
City Manager, Kurt O. Wilson

BRET
HUIJER
INTERIM

2017-01-24-1806 P COO 1

CITY OF STOCKTON

Contract Change Order No. 1

Resolution/Motion No.: N/A Purchase Order No.: 200746
(If not required enter "N/A")

CITY OF STOCKTON CUSTODIAL SERVICES
City Project No. OM-16-057

Funding Change for Above Referenced Project

B. Change in Funding Source:

Change the funding source to 010-3095-540 annually for the Fair Oaks Library; the service cost increase is accounted for in Item A.

Additional Materials for Above Referenced Project

C. Increase in Estimated Consumables (Janitorial Supplies):

Increase estimated consumables (janitorial supplies) to the contract (Attachment C) for the following facilities: Ceasar Chavez Library, Market Street Garage, Merlo Gymnasium, and Seifert Community Center, in accordance with the expanded scope of services provided this contract change order. These additional materials are for the agreed lump sum cost not to exceed \$9,940.00 annually.

Total Items A – C: \$ 81,832 (Annual Amount)

Facility Scope

1. Animal Services Center – 1575 S. Lincoln St.

Cleaning Hours: * Mon - Fri between 9:00 a.m. and 11:00 a.m.

Square Footage: 850

Areas to be cleaned: Interior, Restroom (4)(3).

Special: Wax and Buff (June & October), Strip and Wax (February).

2. Arnold Rue Community Center, 5758 Lorraine Ave.

Cleaning Hours: Tues - Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: *22560

Areas to be cleaned: Interior, Exterior, Restrooms (4), Kitchen (1), Fitness Area (1), Gymnasium (1)

Special: Carpet shampoo (September), Strip and Wax (September), Wax and Buff – 2 x year (January & May).

3. Cesar Chavez Library, 605 N. El Dorado St.

Cleaning Hours: Mon – ~~Fri~~ Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: 77302

Areas to be cleaned: Interior, Exterior, Restrooms (8), Kitchens (2)

Day Porter: Mon - Fri 8:00 a.m. 4:00 p.m.

Special: Carpet Shampoo (July), Strip and Wax (July), Wax and Buff (November & March.)

4. Chase Building, 400 E. Main St.

(3rd Floor)

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: 25755

Areas to be cleaned: Interior, *Restrooms (2)

Special: NA

(4th Floor)

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: 25730

Areas to be cleaned: Interior, Restroom (2), Kitchen (1).

Special: NA

5. Corporation Yard, 1465 S. Lincoln St.

Cleaning Hours: *Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: 15931

Areas to be cleaned: Interior, Locker Rooms (1), Restrooms (5)(6), Kitchen (3)(6).

Special: Carpet Shampoo (February), Strip and Wax (February), Wax and Buff (June & October)

6. Delta Water Supply Project, 11373 N. Sacramento Rd.

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: 12242

Areas to be cleaned: Interior, Exterior, Restrooms (5), Locker Room (2), Kitchen (1)

Special: Carpet Shampoo (August), Strip and Wax (August), Wax and Buff (December & April).

7. Linden Library, 19012 E. Main St., Linden

Cleaning Hours: Mon - Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: 2066

Areas to be cleaned: Interior, Exterior, Restrooms (2), Kitchen (1)

Special: Carpet Shampoo (May), Strip and Wax (May), Wax and Buff (September & January)

8. Margaret Troke Library, 502 W. Benjamin Holt Dr.

Cleaning Hours: Tues-Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: 14712

Areas to be cleaned: Interior, Exterior, Restrooms (3), *Kitchen (1).

Special: Carpet Shampoo (March), Strip and Wax (March), Wax and Buff (July & November).

9. Maya Angelou Library, 2324 Pock Lane

Cleaning Hours: Tues-Sat between 8:00 p.m. and 6:00 a.m.

Square Footage: *10500

Areas to be cleaned: Interior, Exterior, Restrooms (5), *Kitchen (1)

Special: Carpet Shampoo (April), Strip and Wax (April), Wax and Buff (August & December).

10. Merlo Gymnasium, 1670 E. Sixth St.

Cleaning Hours: Mon – Fri between 9:00 p.m. and 7:00 a.m.

Square Footage: *15247

Areas to be cleaned: Interior, Exterior, Restrooms (3), Kitchen (1), Gymnasium.

Special: Strip and Wax (July), Wax and Buff (March & November)

11. Municipal Utilities Department, 2500 Navy Dr.

Cleaning Hours: Mon - Sun between 7:00 p.m. and 6:00 a.m.

Square Footage: 16445

Areas to be cleaned: Interior, Exterior, Locker Rooms (4), Restrooms (18), Kitchen (4)(6).

Day Porter: Mon -Fri 7:30 a.m. - 4:00 p.m.

Special: Carpet Shampoo (April, **July***, **October***, **January***), Strip and Wax (April), Wax and Buff (August & December) ***in Administration and Operations buildings only**

12. Oak Park Senior Citizens Center, 740 E. Fulton St.

Cleaning Hours: *Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: *10822

Areas to be cleaned: Interior, Exterior, Kitchens (1), Restrooms (4), Fitness Area (1), Gymnasium.

Special: Carpet Shampoo (August), Strip and Wax (August), Wax and Buff (December & April)

13. Permit Center, 345 N. El Dorado Street

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: *13440

Areas to be cleaned: Interior, Exterior, Restrooms (2), Kitchen (1)

Special: Carpet Shampoo (December), Strip and Wax (February), Wax and Buff (June & October).

14. Seifert Community Center, 128 W. Benjamin Holt Dr.

Cleaning Hours: ~~Tues, Thurs, Sun~~ **Tue – Sat** between 7:00 p.m. and 6:00 a.m.

Square Footage: *13163

Areas to be cleaned: Interior, Exterior, Gymnasium (1), Fitness Area (1), Restrooms (2).

Special: Carpet Shampoo (October), Strip and Wax (October), Wax and Buff (February & June).

15. Stewart Eberhart Building, 22 E. Weber Ave.

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m. (Third Floor Only)

Square Footage: 25282

Areas to be cleaned: Interior, Restrooms (2), Kitchen (1)

Special: Carpet Shampoo (December), Strip and Wax (March), Wax and Buff (July & November)

16. Stribley Community Center, 1760 E. Sonora St.

Cleaning Hours: Tues - Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: *28491

Areas to be cleaned: Interior, Exterior, Restrooms (4), Fitness Area (1), *Gymnasium (2).

Special: Carpet Shampoo (November), Strip and Wax (November), Wax and Buff (March & July).

17. Thornton Library, 26341 Thornton Rd.

Cleaning Hours: Tues - Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: 2775

Areas to be cleaned: Interior, Exterior, Restrooms (2).

Special: Carpet Shampoo (June), Strip and Wax (June), Wax and Buff (October & February)

18. Van Buskirk Community Center, 734 Houston Ave.

Cleaning Hours: Tues - Sat between 7:00 p.m. and 6:00 a.m.

Square Footage: *17294

Areas to be cleaned: Interior, Exterior, Gymnasium (1), Restrooms (4)

Special: Carpet Shampoo (November), Strip and Wax (November), Wax and Buff (March & July).

19. Water Field Office, 7400 West Lane

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: *4900

Areas to be cleaned: Interior, Exterior, Locker Room (1), Restrooms (3), Kitchen (1)

Special: Carpet Shampoo (June), Strip and Wax (June), Wax and Buff (October & February)

20. Fair Oaks Library, 2370 E. Main St.

Cleaning Hours: ~~Mon - Fri between 7:00 p.m. - 6:00 a.m.~~ Tue - Sat between 8:00 p.m. - 10:00 a.m.

Square Footage: 9942

Areas to be cleaned: Interior, Exterior, Restrooms (3), Kitchen (1)

Special: Carpet Shampoo (May), Strip and Wax (September), Wax and Buff (February & June)

21. City Wide Day Porter

Cleaning Hours: Mon - Friday between 7:00 a.m. - 3:30 p.m.

Primary Locations (hours): Chase Building (2), Corporation Yard (2), Troke Library (2), Van Buskirk (2).

Maybe called out to any City location serviced by Contractor

Primary Duties: Exterior, Interior, Restrooms, Kitchen,

22. Market Street Garage Offices - 430 E. Market St.

Cleaning Hours: Mon - Fri between 7:00 p.m. and 6:00 a.m.

Square Footage: 1098

Areas to be cleaned: Interior, Exterior, Restroom (2).

Special: Carpet Shampoo (August), Strip and Wax (October), Wax and Buff (February & June).

Attachment B
Contract Change Order No. 1

City of Stockton Custodial Services Base Pricing

No.	Facility Name	Facility Address	Original Monthly Price	Additions for CCO #1	Revised Monthly Price
1.	Animal Services Center	1575 S. Lincoln St.	\$238.00	\$57.00	\$295.00
2.	Arnold Rue Community Center	5758 Lorraine Ave.	\$2,055.00		
3.	Cesar Chavez Library	605 N. El Dorado St.	\$7,095.00	\$1,488.00	\$8,538.00
4.	Chase Building (3 rd Floor)	400 E. Main St.	\$2,080.00		
	Chase Building (4 th Floor)	400 E. Main St.	\$2,080.00		
5.	Corporation Yard	1465 S. Lincoln St.	\$1,179.00	\$789.00	\$1,968.00
6.	Delta Water Supply Project	11373 N. Lower Sac Rd.	\$1,075.00		
7.	Linden Library	19012 E. Main St.,	\$294.00		
8.	Margaret Troke Library	502 W. Ben Holt Dr.	\$1,150.00		
9.	Maya Angelou Library	2324 Pock Lane	\$969.00		
10.	Merlo Gymnasium	1670 E. Sixth St	\$1,248.00		
11.	Municipal Utility Dept - Administration	2500 Navy Dr.	\$4,146.00	\$1,867.00	\$6,013.00
12.	Oak Park Senior Citizens Center	730 E. Fulton Ave.	\$805.00		
13.	Permit Center	345 N. El Dorado St.	\$889.00		
14.	Seifert Community Center	128 W. Benjamin Holt Dr	\$763.00	\$506.00	\$1,269.00
15.	Stewart Eberhart Building (3 rd Floor)	22 E. Weber Ave.	\$1,980.00		
16.	Stribley Community Center	1760 E. Sonora St.	\$2,665.00		
17.	Thornton Library	26341 Thornton Rd.,	\$448.00		
18.	Van Buskirk Community Center	734 Houston Ave.	\$1,645.00		
19.	Water Field Office	7400 West Lane.	\$366.00		
20.	Fair Oaks Library	2370 E. Main St.		\$859.00	\$859.00
21.	City Wide Day Porter Service	Various	\$3,013.00		
22.	Market Street Garage Offices	430 E. Market St.		\$425.00	\$425.00
23.	N/A-Urgent Services	Various	\$45.00		

Annual Additional Services and Consumables
Contract Change Order No. 1

PUBLIC WORKS DEPARTMENT

Account	Facility	CCO #1 Additional Services Notes	Original Contract Annual Service Cost	CCO #1 Additional Annual Service Cost	CCO #1 Additional Consumables Notes	Original Contract Annual Consumables Cost	CCO #1 Additional Annual Consumables Cost
010-3095-540.20-25	Arnold Rue		\$ 24,660.00	\$ -		\$ 2,557.00	\$ -
010-3095-540.20-25	Cesar Chavez	Additional days of operation	\$ 85,140.00	\$ 17,856.00		\$ 8,563.00	\$ 1,713.00
010-3095-540.20-25	Chase Building Flr 3		\$ 24,960.00	\$ -		\$ 4,500.00	\$ -
010-3095-540.20-25	Chase Building Flr 4		\$ 24,960.00	\$ -		\$ 4,500.00	\$ -
010-3095-540.20-25	Corporation Yard	Additional facilities not covered in c	\$ 14,148.00	\$ 9,468.00		\$ 5,695.00	\$ -
010-3095-540.20-25	Margret Troke Library		\$ 13,800.00	\$ -		\$ 3,650.00	\$ -
010-3095-540.20-25	Maya Angelou Library		\$ 11,628.00	\$ -		\$ 1,485.00	\$ -
010-3095-540.20-25	Merlo Gymnasium		\$ 14,976.00	\$ -	Consumables for Merlo Gymnasium	\$ -	\$ 2,805.00
010-3095-540.20-25	Oak Park Senior Center		\$ 9,660.00	\$ -		\$ 3,825.00	\$ -
010-3095-540.20-25	Seifert CC	Add 2 additional days of service	\$ 9,156.00	\$ 6,072.00	Additional consumables supplied to	\$ 1,683.00	\$ 1,122.00
010-3095-540.20-25	Stewart Eberhart Bldg		\$ 23,760.00	\$ -		\$ 4,577.00	\$ -
010-3095-540.20-25	Stribley CC		\$ 31,980.00	\$ -		\$ 2,698.00	\$ -
010-3095-540.20-25	Van Buskirk CC		\$ 19,740.00	\$ -		\$ 1,482.00	\$ -
010-3095-540.20-25	City Wide Day Porter		\$ 36,156.00	\$ -		\$ -	\$ -
010-3095-540.20-26	Urgent Services		\$ 540.00	\$ -		\$ -	\$ -
010-3095-540.20-25	Market St. Garage	New - 5 days a week service	\$ -	\$ 5,100.00	New facility	\$ -	\$ 1,800.00
010-3095-540.20-26	Fair Oaks Library	Change in funding source also	\$ -	\$ 10,308.00	Change in funding source also	\$ -	\$ 2,500.00
Subtotals			\$ 345,264.00	\$ 48,804.00	Subtotals	\$ 45,215.00	\$ 9,940.00

MUNICIPAL UTILITIES DEPARTMENT

Account	Facility	CCO #1 Additional Services Notes	Original Contract Annual Service Cost	CCO #1 Additional Annual Service Cost	CCO #1 Additional Consumables Notes	Original Contract Annual Consumables Cost	CCO #1 Additional Annual Consumables Cost
421-4234-571.20-66	Delta Water Supply		\$ 12,900.00	\$ -		\$ 2,030.00	\$ -
498-4311-572.20-66	MUD - Admin	Additional facilities not covered in c	\$ 49,752.00	\$ 22,404.00		\$ 7,623.00	\$ -
421-4231-571.20-66 M	Water Field Office		\$ 4,392.00	\$ -		\$ 1,691.00	\$ -
Subtotals			\$ 67,044.00	\$ 22,404.00	Subtotals	\$ 11,344.00	\$ -

COMMUNITY SERVICES DEPARTMENT

Account	Facility	CCO #1 Additional Services Notes	Original Contract Annual Service Cost	CCO #1 Additional Annual Service Cost	CCO #1 Additional Consumables Notes	Original Contract Annual Consumables Cost	CCO #1 Additional Annual Consumables Cost
041-3547-580	Linden Library		\$ 3,528.00	\$ -		\$ 588.00	\$ -
041-3548-580	Thornton Library		\$ 5,376.00	\$ -		\$ 716.00	\$ -
Subtotals			\$ 8,904.00	\$ -	Subtotals	\$ 1,304.00	\$ -

POLICE DEPARTMENT

Account	Facility	CCO #1 Additional Services Notes	Original Contract Annual Service Cost	CCO #1 Additional Annual Service Cost	CCO #1 Additional Consumables Notes	Original Contract Annual Consumables Cost	CCO #1 Additional Annual Consumables Cost
010-2466-530.20-25	Animal Services	Additional facilities not covered in c	\$ 2,856.00	\$ 684.00		\$ 3,277.00	\$ -
Subtotals			\$ 2,856.00	\$ 684.00	Subtotals	\$ 3,277.00	\$ -

COMMUNITY DEVELOPMENT

Account	Facility	CCO #1 Additional Services Notes	Original Contract Annual Service Cost	CCO #1 Additional Annual Service Cost	CCO #1 Additional Consumables Notes	Original Contract Annual Consumables Cost	CCO #1 Additional Annual Consumables Cost
Varies (see right)	Permit Center	048-1810-510.20-25	\$ 10,668.00	\$ -	048-1830-530.30-50	\$ 2,124.00	\$ -
Subtotals			\$ 10,668.00	\$ -	Subtotals	\$ 2,124.00	\$ -

TOTALS	\$ 434,736.00	\$ 71,892.00	TOTALS	\$ 63,264.00	\$ 9,940.00
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CHANGE ORDER CALCULATOR

Vendor:	JaniTek Cleaning Solutions	Date:	05/01/17
Dept:	Public Works	PO Number:	300746
Project #	OM-16-057	Account Number:	VARI05

**ENTRIES IN BOLD RED INDICATE
YOUR BALANCE OF CM AUTHORITY CCO AMOUNT IS EXCEEDED.
YOU MUST GO TO COUNCIL FOR APPROVAL.**
(Effective 2/26/15: CM Authority = \$75,000)

Original Contract Amount:	\$498,000.00
Original Contract Award Date:	03/06/17
Original Contract Expiration Date:	06/30/20
Initial CM Authority CCO Amount:	\$114,800.00
Contract Amount to date:	\$579,832.00
Authorized CCO to date:	\$81,832.00
Contract Expiration to date:	06/30/20

CCO No.	Description	Requested CCO Amount	Time Extensions			Required Approval by:			Date CC Approved (mm/dd/yy)	Revised Contract Amount	Revised CCO Authority Balance
			D	M	WD	CM	CC	CC			

PREVIOUSLY APPROVED CCOs

	Last Council Action										
	Total approved CCOs since last Council Action						Y				

NEW PROPOSED CCOs

Current Contract Amount and CCO Balance ----->											
1	Contract Change Order No. 1	\$81,832.00					Y		\$498,000.00	\$114,800.00	
									\$579,832.00	\$32,968.00	
Total CCO Amount and Time Extension To-Date ----->											
									\$81,832.00		

**CITY OF STOCKTON
PUBLIC WORKS ENGINEERING DIVISION
CONTRACT CHANGE ORDER ROUTING FORM**

PROJECT: City of Stockton Custodial Services

PROJECT NO. OM-16-057

P.O. NO. 200746

CONTRACTOR: JaniTek Cleaning Solutions, Inc.

CCO NO. 1 BALANCING

(Please route to the next person indicated)

COUNCIL APPROVAL REQ.

ROUTING ORDER	DATE APPROVED & FORWARDED	COMMENTS
<u>COLIN SCOTT</u> CS PROJECT MANAGER	6/30/17	
<u>JODI ALMASSY</u> [Signature] DEPUTY DIRECTOR	07.25.17	
<u>JANITEK CLEANING SOLUTIONS, INC.</u> CONTRACTOR	6-30-17	
<u>GRACE B. PETINES</u> PW ANALYST-FUNDING AVAILABILITY	[Signature] 8/09/17	Hold on for PO #. Per Colin it should be 200746
N/A Other Dept.--Expenditure Authorized		
<u>GORDON A. MACKAY</u> Public Works Director	[Signature] 8/25/17	
<u>TARA M. MAZZANTI</u> CITY ATTORNEY'S OFFICE	[Signature] 8/30/17	
<u>DEBRA FROSHAUG</u> SUPERVISING OFFICE ASSISTANT		
ORIGINALS/COPIES DISTRIBUTED AS NOTED ON CCO		
ADDITIONAL COPIES TO:		

COMMENTS: _____

MEMORANDUM

August 21, 2017

TO: Kurt O. Wilson, City Manager

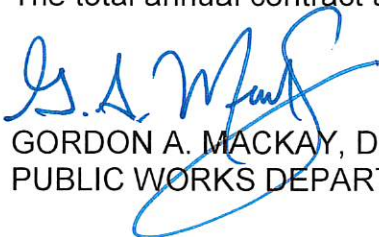
FROM: Gordon A. MacKay, Director
Public Works Department

SUBJECT: **CONTRACT CHANGE ORDER NO. 1 FOR JANITEK CLEANING SOLUTIONS FOR CUSTODIAL SERVICES, PROJECT NO. OM-16-057**

A contract with JaniTek Cleaning Solutions of Stockton, CA, was entered into on March 6, 2017, pursuant to Council Motion No. 2017-01-24-1205. The original contract, in the annual amount of \$498,000, was for routine and special custodial services and materials for 20 City facilities. The contract is scheduled to expire June 30, 2020.

Attached for your review and approval is Contract Change Order (CCO) No. 1, in the amount of \$81,832, to provide additional janitorial services and consumables (janitorial supplies) in accordance with the expanded scope of services. CCO No. 1 will provide janitorial services and supplies for one new facility (Market Street Garage Offices) and additional days of service for two facilities (Cesar Chavez Library and Seifert Community Center), and additional carpet cleaning for the Municipal Utilities Department. CCO No. 1 also adds breakrooms and restrooms that were incorrectly omitted from the original scope of services at the Animal Services Center, Corporation Yard, Fair Oaks Library, and Municipal Utilities Department, including an allowance for consumables.

The proposed CCO No. 1 (attached) is within the City Manager's delegation of authority and is appropriate to be approved administratively under Council Resolution No. 11-0298. The total annual contract amount is now \$579,832 (\$498,000 + \$81,832).



GORDON A. MACKAY, DIRECTOR
PUBLIC WORKS DEPARTMENT

GAM:JA:cs

Attachments

cc: Project File (OM-16-057)

RECEIVED

AUG 30 2017

City Manager
Date Received
City of Stockton
City Manager's Office

CONTRACT ROUTING FORM

Contract Number _____
(For Clerk's Use)

HUMAN RESOURCES
City Clerk
Date Received
2017 AUG 29 PM 1:11

RECEIVED
SEP 19 2017
CITY CLERK
CITY OF STOCKTON

CONTRACT TYPE (select one)

- Original Amendment/Renewal/Change Order Grant
 Subdivision Agreement Other _____

CONTRACT INFORMATION

Contract Amount: \$81,832.00

Contract Title: CCO No. 1
City of Stockton Custodial Services, Project No. 0M-16-057
Vendor/Other Party: JaniTek Cleaning Solutions, Inc.
Contract Start Date: 5/1/17 Contract End Date: 6/30/20 Contract Term: 3 years

COUNCIL APPROVAL REQUIRED? Yes No (provide account # if no) Various - see CCO Attachment C

Council approval required for contracts over \$75,000 for FISCAL YEAR: 2017-18
Motion/Resolution/Ordinance No: 2017-01-24-1205 Must be Attached

REQUIRED DOCUMENTS (The following documents shall be submitted with the signed contract when required):

Business License Required? Yes No Business License No. 17-00119431
Bonds Required? Yes No
Insurance Required? Yes No
Notary Required? Yes No Recordation Required? Yes No

Routing Order

2 DEPARTMENT: Public Works

DEPARTMENT HEAD APPROVAL 08/21/17 for G.A. Mark date: 8/25/17
Project Mgr: Colin Scott ext: 8954 Staff: B. Hedrick / C. McFarland ext: 8317 / 8428
Forwarded to: Risk Services on: _____ by: _____

1 VENDOR/OTHER PARTY
Signed (2) originals on: 6-30-17
Forwarded to: Public Works on: 6-30-17 by: Blain Bibb, CEO JaniTek

3 RISK SERVICES
Insurance approved on: 8-30-17 by: DOB Bonds approved on: _____ by: _____
Forwarded to: City Attorney on: 8-30-17 by: M. Pong RM #: 18-071

4 CITY ATTORNEY
Approved as to Form and Content on: 8-30-17 by: CLM
Forwarded to: City Manager on: 8-30-17 by: G. Hart

5 CITY MANAGER
Signed by City Manager on: 9/19/17 Forwarded to: City Clerk on: 9/19/17 by: MA

6 CITY CLERK
City Clerk attested on: 9.21.17 Returned (1) original(s) to dept. on: 9/21/17 by: C Smith
Retained (1) original(s) for City's file. Hard Copy on file? Yes No OB # _____

7 ORIGINATING DEPARTMENT: Public Works / O&M
Requisition No. _____ Original sent to vendor on: _____ by: _____
Copy of contract to be retained by department. Original on file in the Clerk's office.
Copy of contract sent to Purchasing on: _____ by: _____

8 PURCHASING: Purchase Order No. _____ PUR No. _____

Contract #
3/6/2017

HUMAN RESOURCES DEPT
2017 JUN 30 PM 1:11