

**CITY OF STOCKTON**

April 18, 2018  
Page 1 of 2

Contract Change Order #: 2

Resolution/Motion No. 2017-01-24-1205  
(If not required enter "N/A")

Purchase Order No. 200746  
Purchase Order #

**OM-16-057 – Custodial Service**

Project Number / Project Name / Activity

|                             |                |
|-----------------------------|----------------|
| Original Contract Price     | \$1,604,632.67 |
| Approved Change Order Total | \$245,496.00   |
| This Change Order           | \$120,280.00 ✓ |
| Revised Contract Price      | \$1,970,408.67 |

TO Janitek Cleaning Solutions (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 1), and increased monthly service prices (Attachment 2). This extra service is for the agreed lump sum cost not to exceed \$73,455 over the life of the contract (Attachment 3 & 4).

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 4/18/18

JANITEK CLEANING SOLUTIONS  
(Contractor)

By [Signature]

Title CEO

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

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

BY [Signature]

Date: 4-26-18

ATTEST:

[Signature]  
BRET HUNTER, CMC  
CITY CLERK OF THE CITY OF STOCKTON



**Internal Approval Routing**

[Signature] Date: 4/18/18  
Submitted by: Colin Scott, Project Manager III

[Signature] Date: 05/18/18  
Approval by: Grace B. Petines, Public Works Fiscal Division

[Signature] Date: 04.23.18  
Approval Recommended by: Jodi Almassy, Public Works Deputy Director

Do the above changes have any potential impact to: Public Facility Fees, Measure K, Gas Tax and/or other restricted funding sources?

If Yes, Budget Officer or designee to verify available funding. If not, enter "N/A" below.

\_\_\_\_\_ Date: \_\_\_\_\_  
Budget Officer or Designee

Approval Recommended by:

[Signature] Date: 5/23/18  
Gordon A. MacKay, Public Works Director

Change Order Approved By:

[Signature] Date: 6/1/18  
Kurt O. Wilson, City Manager

2017-01-24-1205 NP 0002

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**CITY OF STOCKTON**

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Resolution/Motion No.   2017-01-24-1205    
*(If not required enter "N/A")*

Purchase Order No.   200746    
*Purchase Order #*

**OM-16-057 – Custodial Service**  
*Project Number / Project Name / Activity*

**Funding Changes for Above Referenced Project**

**B. Increase in Estimated Consumables (Janitorial Supplies):**

Increase estimated consumables (janitorial supplies) to the contract (Attachment 3 & 4) for the following facilities: Arnold Rue Community Center, Fair Oaks Library, Margaret Troke Library, Maya Angelou Library, Municipal Utilities Department, Seifert Community Center, Stribley Community Center, and Van Buskirk Community Center, in accordance with the expanded scope of services provided in this contract change order. These additional materials are for the agreed lump sum cost not to exceed \$46,825 over the life of the contract.

**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 (3).  
Special: Wax and Buff (June & October), Strip and Wax (February).

**2. Arnold Rue Community Center, 5758 Lorraine Ave.**

Cleaning Hours: ~~Mon-Tues~~– Sat between ~~9~~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 – Sat between ~~9~~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.**

(3<sup>rd</sup> 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 (6), Kitchen (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: ~~Mon-Tues~~-Sat between ~~9~~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: ~~Mon-Tues~~-Sat between ~~9~~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 (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: ~~Mon-Tue~~– Sat between ~~9~~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: ~~Mon-Tues~~– Sat between ~~9~~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: ~~Mon~~Tues - Sat between ~~97~~: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~~Tue - Sat between ~~98~~: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).

**City of Stockton Custodial Services Base Pricing**

| <b>No.</b> | <b>Facility Name</b>                              | <b>Facility Address</b> | <b>Current Monthly Price</b> | <b>Additions for CCO #2</b> | <b>Revised Monthly Price</b> |
|------------|---------------------------------------------------|-------------------------|------------------------------|-----------------------------|------------------------------|
| 1.         | Animal Services Center                            | 1575 S. Lincoln St.     | \$295.00                     |                             |                              |
| 2.         | Arnold Rue Community Center                       | 5758 Lorraine Ave.      | \$2,055.00                   | \$431.00                    | \$2486.00                    |
| 3.         | Cesar Chavez Library                              | 605 N. El Dorado St.    | \$8,538.00                   |                             |                              |
| 4.         | Chase Building (3 <sup>rd</sup> Floor)            | 400 E. Main St.         | \$2,080.00                   |                             |                              |
|            | Chase Building (4 <sup>th</sup> Floor)            | 400 E. Main St.         | \$2,080.00                   |                             |                              |
| 5.         | Corporation Yard                                  | 1465 S. Lincoln St.     | \$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                   | \$241.00                    | \$1391.00                    |
| 9.         | Maya Angelou Library                              | 2324 Pock Lane          | \$969.00                     | \$203.00                    | \$1172.00                    |
| 10.        | Merlo Gymnasium                                   | 1670 E. Sixth St        | \$1,248.00                   |                             |                              |
| 11.        | Municipal Utility Dept - Administration           | 2500 Navy Dr.           | \$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 | \$1,269.00                   | \$266.00                    | \$1535.00                    |
| 15.        | Stewart Eberhart Building (3 <sup>rd</sup> Floor) | 22 E. Weber Ave.        | \$1,980.00                   |                             |                              |
| 16.        | Stribley Community Center                         | 1760 E. Sonora St.      | \$2,665.00                   | \$559.00                    | \$3224.00                    |
| 17.        | Thornton Library                                  | 26341 Thornton Rd.,     | \$448.00                     |                             |                              |
| 18.        | Van Buskirk Community Center                      | 734 Houston Ave.        | \$1,645.00                   | \$345.00                    | \$1990.00                    |
| 19.        | Water Field Office                                | 7400 West Lane.         | \$366.00                     |                             |                              |
| 20.        | Fair Oaks Library                                 | 2370 E. Main St.        | \$859.00                     | \$180.00                    | \$1039.00                    |
| 21.        | City Wide Day Porter Service                      | Various                 | \$3,013.00                   |                             |                              |
| 22.        | Market Street Garage Offices                      | 430 E. Market St.       | \$425.00                     |                             |                              |

| <b>No.</b> | <b>Facility Name</b> | <b>Facility Address</b> | <b>Annual Not to Exceed</b> | <b>Additions for CCO #2</b> | <b>Revised Annual Not to Exceed</b> |
|------------|----------------------|-------------------------|-----------------------------|-----------------------------|-------------------------------------|
| 23.        | N/A-Urgent Services  | Various                 | \$540.00                    | \$4460.00                   | \$5000.00                           |



Additional Services and Consumables FY 2017-18  
Contract Change Order No. 2

PUBLIC WORKS DEPARTMENT

| Account            | Facility               | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional FY<br>2017-18 Service | CCO #2<br>Additional Consumable Notes | Approved<br>Consumables Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|------------------------|-------------------------------------|---------------------------------|--------------------------------------------|---------------------------------------|------------------------------|-------------------------------------|
| 010-3095-540.20-25 | Arnold Rue             |                                     | \$ 24,660.00                    |                                            |                                       | \$ 2,557.00                  |                                     |
| 083-3625-590.20-25 | Arnold Rue             | Additional day of operation         |                                 | \$ 1,293.00                                |                                       |                              |                                     |
| 083-3625-590.30-50 | Arnold Rue             |                                     |                                 |                                            | Additional day of operation           |                              | \$ 150.00                           |
| 010-3095-540.20-25 | Cesar Chavez           |                                     | \$ 102,996.00                   |                                            |                                       | \$ 10,276.00                 |                                     |
| 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       |                                     | \$ 23,616.00                    |                                            |                                       | \$ 5,695.00                  |                                     |
| 010-3095-540.20-25 | Margret Troke Library  |                                     | \$ 13,800.00                    |                                            |                                       | \$ 3,650.00                  |                                     |
| 083-3553-590.20-25 | Margaret Troke Library | Additional day of operation         |                                 | \$ 723.00                                  |                                       |                              |                                     |
| 083-3553-590.30-50 | Margaret Troke Library |                                     |                                 |                                            | Additional day of operation           |                              | \$ 175.00                           |
| 010-3095-540.20-25 | Maya Angelou Library   |                                     | \$ 11,628.00                    |                                            |                                       | \$ 1,485.00                  |                                     |
| 083-3554-590.20-25 | Maya Angelou Library   | Additional day of operation         |                                 | \$ 609.00                                  |                                       |                              |                                     |
| 083-3554-590.30-50 | Maya Angelou Library   |                                     |                                 |                                            | Additional day of operation           |                              | \$ 75.00                            |
| 010-3095-540.20-25 | Merlo Gymnasium        |                                     | \$ 14,976.00                    |                                            |                                       | \$ 2,805.00                  |                                     |
| 010-3095-540.20-25 | Oak Park Senior Center |                                     | \$ 9,660.00                     |                                            |                                       | \$ 3,825.00                  |                                     |
| 010-3095-540.20-25 | Selfert CC             |                                     | \$ 15,228.00                    |                                            |                                       | \$ 2,805.00                  |                                     |
| 083-3626-590.20-25 | Selfert CC             | Additional day of operation         |                                 | \$ 798.00                                  |                                       |                              |                                     |
| 083-3626-590.30-50 | Selfert CC             |                                     |                                 |                                            | Additional day of operation           |                              | \$ 150.00                           |
| 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                  |                                     |
| 083-3627-590.20-25 | Stribley CC            | Additional day of operation         |                                 | \$ 1,677.00                                |                                       |                              |                                     |
| 083-3627-590.30-50 | Stribley CC            |                                     |                                 |                                            | Additional day of operation           |                              | \$ 150.00                           |
| 010-3095-540.20-25 | Van Buskirk CC         |                                     | \$ 19,740.00                    |                                            |                                       | \$ 1,482.00                  |                                     |
| 083-3628-590.20-25 | Van Buskirk CC         | Additional day of operation         |                                 | \$ 1,035.00                                |                                       |                              |                                     |
| 083-3628-590.30-50 | Van Buskirk CC         |                                     |                                 |                                            | Additional day of operation           |                              | \$ 100.00                           |
| 010-3095-540.20-25 | City Wide Day Porter   |                                     | \$ 36,156.00                    |                                            |                                       | \$ -                         |                                     |
| 010-3095-540.20-25 | Urgent Services        |                                     | \$ 540.00                       | \$ 4,460.00                                |                                       | \$ -                         |                                     |
| 010-3095-540.20-25 | Market St. Garage      |                                     | \$ 5,100.00                     |                                            |                                       | \$ 1,800.00                  |                                     |
| 010-3095-540.20-25 | Fair Oaks Library      |                                     | \$ 10,308.00                    |                                            |                                       | \$ 2,500.00                  |                                     |
| 083-3557-590.20-25 | Fair Oaks Library      | Additional day of operation         |                                 | \$ 540.00                                  |                                       |                              |                                     |
| 083-3557-590.30-50 | Fair Oaks Library      |                                     |                                 |                                            | Additional day of operation           |                              | \$ 125.00                           |
| Subtotals          |                        |                                     | \$ 394,068.00                   | \$ 11,135.00                               |                                       | \$ 55,155.00                 | \$ 925.00                           |

MUNICIPAL UTILITIES DEPARTMENT

| Account                      | Facility           | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional Annual<br>Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables Cost | CCO #2<br>Additional<br>Consumables |
|------------------------------|--------------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| 421-4234-571.20-66           | Delta Water Supply |                                     | \$ 12,900.00                    |                                        |                                     | \$ 2,030.00                  |                                     |
| 498-4311-572.20-66           | MUD - Admin        |                                     | \$ 72,156.00                    |                                        |                                     | \$ 7,623.00                  | \$ 13,000.00                        |
| 421-4231-571.20-66<br>M00001 | Water Field Office |                                     | \$ 4,392.00                     |                                        |                                     | \$ 1,691.00                  |                                     |
| Subtotals                    |                    |                                     | \$ 89,448.00                    | \$ -                                   |                                     | \$ 11,344.00                 | \$ 13,000.00                        |

COMMUNITY SERVICES DEPARTMENT

| Account      | Facility         | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional Annual<br>Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables Cost | CCO #2<br>Additional<br>Consumables |
|--------------|------------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| 041-3547-580 | Linden Library   |                                     | \$ 3,528.00                     |                                        |                                     | \$ 588.00                    |                                     |
| 041-3548-580 | Thornton Library |                                     | \$ 5,376.00                     |                                        |                                     | \$ 716.00                    |                                     |
| Subtotals    |                  |                                     | \$ 8,904.00                     | \$ -                                   |                                     | \$ 1,304.00                  | \$ -                                |

POLICE DEPARTMENT

| Account            | Facility        | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional Annual<br>Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|-----------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| 010-2466-530.20-25 | Animal Services |                                     | \$ 3,540.00                     |                                        |                                     | \$ 3,277.00                  |                                     |
| Subtotals          |                 |                                     | \$ 3,540.00                     | \$ -                                   |                                     | \$ 3,277.00                  | \$ -                                |

COMMUNITY DEVELOPMENT

| Account            | Facility      | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional Annual<br>Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|---------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| Varies (see right) | Permit Center |                                     | \$ 10,668.00                    |                                        |                                     | \$ 2,124.00                  |                                     |
| Subtotals          |               |                                     | \$ 10,668.00                    | \$ -                                   |                                     | \$ 2,124.00                  | \$ -                                |

|                                                |  |  | TOTAL        | CCO #2<br>Additional Service |  |              | CCO #2<br>Additional<br>Consumables |
|------------------------------------------------|--|--|--------------|------------------------------|--|--------------|-------------------------------------|
| Additional Services and Consumables FY 2017-18 |  |  | \$ 25,060.00 | \$ 11,135.00                 |  | \$ 13,925.00 |                                     |



Annual Additional Services and Consumables FY 2018-19 and 2019-20  
Contract Change Order No. 2

PUBLIC WORKS DEPARTMENT

| Account            | Facility               | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional<br>Annual Service | CCO #2<br>Additional Consumable Notes | Approved<br>Consumables<br>Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|------------------------|-------------------------------------|---------------------------------|----------------------------------------|---------------------------------------|---------------------------------|-------------------------------------|
| 010-3095-540.20-25 | Arnold Rue             |                                     | \$ 24,660.00                    |                                        |                                       | \$ 2,557.00                     |                                     |
| 083-3625-590.20-25 | Arnold Rue             | Additional day of operation         |                                 | \$ 5,172.00                            |                                       |                                 |                                     |
| 083-3625-590.30-50 | Arnold Rue             |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 525.00                           |
| 010-3095-540.20-25 | Cesar Chavez           |                                     | \$ 102,996.00                   |                                        |                                       | \$ 10,276.00                    |                                     |
| 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       |                                     | \$ 23,616.00                    |                                        |                                       | \$ 5,695.00                     |                                     |
| 010-3095-540.20-25 | Margret Troke Library  |                                     | \$ 13,800.00                    |                                        |                                       | \$ 3,650.00                     |                                     |
| 083-3553-590.20-25 | Margaret Troke Library | Additional day of operation         |                                 | \$ 2,892.00                            |                                       |                                 |                                     |
| 083-3553-590.30-50 | Margaret Troke Library |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 700.00                           |
| 010-3095-540.20-25 | Maya Angelou Library   |                                     | \$ 11,628.00                    |                                        |                                       | \$ 1,485.00                     |                                     |
| 083-3554-590.20-25 | Maya Angelou Library   | Additional day of operation         |                                 | \$ 2,436.00                            |                                       |                                 |                                     |
| 083-3554-590.30-50 | Maya Angelou Library   |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 300.00                           |
| 010-3095-540.20-25 | Merlo Gymnasium        |                                     | \$ 14,976.00                    |                                        |                                       | \$ 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             |                                     | \$ 15,228.00                    |                                        |                                       | \$ 2,805.00                     |                                     |
| 083-3628-590.20-25 | Seifert CC             | Additional day of operation         |                                 | \$ 3,192.00                            |                                       |                                 |                                     |
| 083-3628-590.30-50 | Seifert CC             |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 550.00                           |
| 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                     |                                     |
| 083-3627-590.20-25 | Stribley CC            | Additional day of operation         |                                 | \$ 6,708.00                            |                                       |                                 |                                     |
| 083-3627-590.30-50 | Stribley CC            |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 550.00                           |
| 010-3095-540.20-25 | Van Buskirk CC         |                                     | \$ 19,740.00                    |                                        |                                       | \$ 1,482.00                     |                                     |
| 083-3628-590.20-25 | Van Buskirk CC         | Additional day of operation         |                                 | \$ 4,140.00                            |                                       |                                 |                                     |
| 083-3628-590.30-50 | Van Buskirk CC         |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 325.00                           |
| 010-3095-540.20-25 | City Wide Day Porter   |                                     | \$ 36,156.00                    |                                        |                                       | \$ -                            |                                     |
| 010-3095-540.20-25 | Urgent Services        |                                     | \$ 540.00                       | \$ 4,460.00                            |                                       | \$ -                            |                                     |
| 010-3095-540.20-25 | Market St. Garage      |                                     | \$ 5,100.00                     |                                        |                                       | \$ 1,800.00                     |                                     |
| 010-3095-540.20-25 | Fair Oaks Library      |                                     | \$ 10,308.00                    |                                        |                                       | \$ 2,500.00                     |                                     |
| 083-3557-590.20-25 | Fair Oaks Library      | Additional day of operation         |                                 | \$ 2,160.00                            |                                       |                                 |                                     |
| 083-3557-590.30-50 | Fair Oaks Library      |                                     |                                 |                                        | Additional day of operation           |                                 | \$ 500.00                           |
| Subtotals          |                        |                                     | \$ 394,068.00                   | \$ 31,160.00                           |                                       | \$ 55,155.00                    | \$ 3,450.00                         |

MUNICIPAL UTILITIES DEPARTMENT

| Account                      | Facility           | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional<br>Annual Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables<br>Cost | CCO #2<br>Additional<br>Consumables |
|------------------------------|--------------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
| 421-4234-571.20-66           | Delta Water Supply |                                     | \$ 12,900.00                    |                                        |                                     | \$ 2,030.00                     |                                     |
| 498-4311-572.20-66           | MUD - Admin        |                                     | \$ 72,156.00                    |                                        |                                     | \$ 7,623.00                     | \$ 13,000.00                        |
| 421-4231-571.20-66<br>M00001 | Water Field Office |                                     | \$ 4,392.00                     |                                        |                                     | \$ 1,691.00                     |                                     |
| Subtotals                    |                    |                                     | \$ 89,448.00                    | \$ -                                   |                                     | \$ 11,344.00                    | \$ 13,000.00                        |

COMMUNITY SERVICES DEPARTMENT

| Account      | Facility         | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional<br>Annual Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables<br>Cost | CCO #2<br>Additional<br>Consumables |
|--------------|------------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
| 041-3547-580 | Linden Library   |                                     | \$ 3,528.00                     |                                        |                                     | \$ 588.00                       |                                     |
| 041-3548-580 | Thornton Library |                                     | \$ 5,376.00                     |                                        |                                     | \$ 716.00                       |                                     |
| Subtotals    |                  |                                     | \$ 8,904.00                     | \$ -                                   |                                     | \$ 1,304.00                     | \$ -                                |

POLICE DEPARTMENT

| Account            | Facility        | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional<br>Annual Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables<br>Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|-----------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
| 010-2466-530.20-25 | Animal Services |                                     | \$ 3,540.00                     |                                        |                                     | \$ 3,277.00                     |                                     |
| Subtotals          |                 |                                     | \$ 3,540.00                     | \$ -                                   |                                     | \$ 3,277.00                     | \$ -                                |

COMMUNITY DEVELOPMENT

| Account            | Facility      | CCO #2<br>Additional Services Notes | Approved Annual<br>Service Cost | CCO #2<br>Additional<br>Annual Service | CCO #2<br>Additional Services Notes | Approved<br>Consumables<br>Cost | CCO #2<br>Additional<br>Consumables |
|--------------------|---------------|-------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
| Varies (see right) | Permit Center |                                     | \$ 10,668.00                    |                                        |                                     | \$ 2,124.00                     |                                     |
| Subtotals          |               |                                     | \$ 10,668.00                    | \$ -                                   |                                     | \$ 2,124.00                     | \$ -                                |

|                                                |  |  | TOTALS       | CCO #2<br>Additional<br>Annual Service |  |  | CCO #2<br>Additional<br>Consumables |
|------------------------------------------------|--|--|--------------|----------------------------------------|--|--|-------------------------------------|
| Additional Services and Consumables FY 2018-19 |  |  | \$ 47,610.00 | \$ 31,160.00                           |  |  | \$ 16,450.00                        |
| Additional Services and Consumables FY 2019-20 |  |  | \$ 47,610.00 | \$ 31,160.00                           |  |  | \$ 16,450.00                        |









**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. \_\_\_\_\_

CONTRACTOR: JaniTek Cleaning Solutions, Inc.

CCO NO. 2 BALANCING

(Please route to the next person indicated)

COUNCIL APPROVAL REQ.

| ROUTING ORDER                                              | DATE APPROVED & FORWARDED | COMMENTS          |
|------------------------------------------------------------|---------------------------|-------------------|
| <u>COLIN SCOTT</u><br>PROJECT MANAGER                      | 4/18/18 CS                |                   |
| <u>JODI ALMASSY</u><br>DEPUTY DIRECTOR                     | 04.23.18                  |                   |
| JANITEK CLEANING SOLUTIONS, INC.<br>CONTRACTOR             | 4-18-18                   |                   |
| <u>GRACE B. PETINES</u><br>PW ANALYST-FUNDING AVAILABILITY | 4/18/18                   | Rec'd & Forwarded |
| N/A<br>Other Dept.--Expenditure Authorized                 |                           |                   |
| <u>GORDON A. MACKAY</u><br>Public Works Director           | 5/22/18                   |                   |
| <u>TARA M. MAZZANTI</u><br>CITY ATTORNEY'S OFFICE          | 4-26-18                   |                   |
| <u>BARBARA HEDRICK</u><br>SUPERVISING OFFICE ASSISTANT     |                           |                   |
| ORIGINALS/COPIES DISTRIBUTED AS NOTED ON CCO               |                           |                   |
| ADDITIONAL COPIES TO:                                      |                           |                   |
|                                                            |                           |                   |

COMMENTS: \_\_\_\_\_

**MEMORANDUM**

May 21, 2018

TO: Kurt O. Wilson, City Manager

FROM: Gordon A. MacKay, Director  
Public Works Department

SUBJECT: **CONTRACT CHANGE ORDER NO. 2 FOR CITY OF STOCKTON  
CUSTODIAL SERVICES, PROJECT NO. OM-16-057, APPROVED BY  
CITY COUNCIL**

On May 15, 2018, the above item was approved by City Council by Motion No. 2018-05-15-1128. The contents of this item remain the same, of which, no changes have been made since its adoption by City Council. With the action taken by the City Council, the City Manager is authorized to execute the attached document(s).

  
\_\_\_\_\_  
GORDON A. MACKAY, DIRECTOR  
PUBLIC WORKS DEPARTMENT

5/22/18  
\_\_\_\_\_  
DATE

GAM:JLA:SC:bh

Attachments



# City of Stockton

## Legislation Text

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File #: 18-4422, Version: 1

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### **APPROVE MOTION TO AUTHORIZE CONTRACT CHANGE ORDER NO. 2 WITH JANITEK CLEANING SOLUTIONS, INC. FOR CITY OF STOCKTON CUSTODIAL SERVICES**

#### RECOMMENDATION

It is recommended that the City Council approve a motion authorizing the City Manager to execute Contract Change Order No. 2 with JaniTek Cleaning Solutions, Inc., in the amount of \$120,280, for the expanded scope of services and additional janitorial supplies for City of Stockton Custodial Services, Project No. OM-16-057.

It is also recommended that the City Manager be authorized to take appropriate and necessary actions to carry out the purpose and intent of this motion.

#### Summary

The City contracts for routine and special custodial services for 22 City facilities. On July 26, 2016, the City advertised a Request for Proposals (RFP) for custodial services. JaniTek Cleaning Solutions, Inc. (JaniTek) submitted the highest rated proposal with the second lowest price, thereby providing the optimal combination of quality and pricing. The contract for this project was awarded to JaniTek on January 24, 2017, by Motion No. 2017-01-24-1205. The contract award amount was \$498,000 annually, with a contract expiration of June 30, 2020.

The initial change order authority, calculated using the annual contract price, was \$114,800. Contract Change Order (CCO) No. 1, for additional services at various facilities in the amount of \$81,832 annually, was approved under administrative authority. If approved, proposed CCO No. 2 will provide additional services for the Community Services Department consistent with the expanded operations resulting from Measure M, additional janitorial supplies for the Municipal Utility Department (MUD), and additional as-needed custodial services. The total cost CCO No. 2 is \$120,280: \$25,060 for the remainder of the current fiscal year, and \$47,610 annually for two additional years. The revised total contract amount will be \$627,442 annually, for a total of \$1,970,408.67 over the 38 months contract term.

Staff recommends Council approve CCO No. 2, in the amount of \$120,280, with JaniTek (Attachment A). The cost of CCO No. 2 for the remainder of the current fiscal year is \$25,060. To fully fund this additional expense of CCO No. 2, \$7,600 will be funded from the Fiscal Year (FY) 2017-18 Community Services Strong Communities operating budget (Fund 083), \$4,460 from the Public Works Facilities operating fund (010-3095-540), and \$13,000 from MUD Operations (498-4311-572.30-50).



## DISCUSSION

### Background

The City contracts for routine and special custodial services for 22 City facilities. On July 26, 2016, the City advertised a RFP for custodial services. JaniTek submitted the highest rated proposal with the second lowest price, thereby providing the optimal combination of quality and pricing. The contract for this project was awarded to JaniTek on January 24, 2017, by Motion No. 2017-01-24-1205. The contract award amount was \$498,000 annually, with a contract expiration of June 30, 2020.

CCO No. 1 provided janitorial services and supplies for two new facilities, Market Street Garage Offices, and Fair Oaks Library; additional days of service for two Community Services' facilities, Cesar Chavez Library, and Seifert Community Center; and additional carpet cleaning for MUD facilities. CCO No. 1 also captured breakrooms and restrooms that were omitted from the original scope of services at the Animal Services Center, Corporation Yard, and MUD.

CCO No. 1, in the amount of \$81,832 annually, was approved under administrative authority.

### Present Situation

On May 24, 2016, Council approved placing a one-quarter cent sales tax on the November 8, 2016, General Election ballot with Council approval by Resolution No. 2016-05-24-1602. The ballot, Measure M, provides for the restoration and expansion of library and recreation services. The FY 2017-18 budget provides for the expansion of library and community center hours of operation to six days per week. Community Services expects to implement increased operational hours in June 2018. This expansion of hours requires increased janitorial service.

JaniTek currently provides custodial services for seven Community Services facilities scheduled for expanded operational hours: Arnold Rue Community Center, Fair Oaks Library, Margaret Troke Library, Maya Angelou Library, Seifert Community Center, Stribley Community Center, and Van Buskirk Community Center. Proposed CCO No. 2 provides for increased custodial services and janitorial supplies at these facilities in the respective amounts of \$6,675, and \$925 for FY 2017-18. Annual costs for FY 2018-19 and 2019-20, the two remaining years of the contract, will be \$30,150.

Proposed CCO No. 2 will also provide for increased janitorial supplies for MUD facilities in the amount of \$13,000 annually, and for increased urgent unscheduled custodial services in the amount of \$4,460 annually. These items were underestimated in the original contract and are insufficient.

Approval of proposed CCO No. 2, in the amount of \$120,280, will bring the total contract amount to \$627,442 annually, for a total of \$1,970,408.67 over the three-year plus contract term. Staff recommends Council approve CCO No. 2, in the amount of \$120,280, with JaniTek (Attachment A).

FINANCIAL SUMMARY

Staff recommends the execution of CCO No. 2 to the JaniTek contract. The additional costs for FY 2017-18 are fully funded with existing operating budgets and the additional annual costs will be allocated during the annual budget process as indicated in Attachment B. The total increase for the remainder of the current FY is \$25,060 and is being funded from current operating accounts as follows:

|                         |                    |          |                        |
|-------------------------|--------------------|----------|------------------------|
| Community Services      | 083-3625-590.20-25 | \$ 1,293 | Arnold Rue             |
| Community Services      | 083-3625-590.30-50 | \$ 150   | Arnold Rue             |
| Community Services      | 083-3557-580.20-25 | \$ 540   | Fair Oaks Library      |
| Community Services      | 083-3557-580.30-50 | \$ 125   | Fair Oaks Library      |
| Community Services      | 083-3553-580.20-25 | \$ 723   | Margaret Troke Library |
| Community Services      | 083-3553-580.30-50 | \$ 175   | Margaret Troke Library |
| Community Services      | 083-3554-580.20-25 | \$ 609   | Maya Angelou Library   |
| Community Services      | 083-3554-580.30-50 | \$ 75    | Maya Angelou Library   |
| Community Services      | 083-3626-590.20-25 | \$ 798   | Seifert Comm. Center   |
| Community Services      | 083-3626-590.30-50 | \$ 150   | Seifert Comm. Center   |
| Community Services      | 083-3627-590.20-25 | \$ 1,677 | Stribley Comm. Center  |
| Community Services      | 083-3627-590.30-50 | \$ 150   | Stribley Comm. Center  |
| Community Services      | 083-3628-590.20-25 | \$ 1,035 | Van Buskirk Comm. Ctr. |
| Community Services      | 083-3628-590.30-50 | \$ 100   | Van Buskirk Comm. Ctr. |
| MUD Operations          | 498-4311-572.30-50 | \$13,000 | MUD Administration     |
| Public Works Facilities | 010-3095-540.20-25 | \$ 4,460 | Urgent Services        |

TOTAL FY 2017-18 \$25,060

Original Three-Year Plus Term

May 1, 2017 - June 30, 2017

July 1, 2017 - June 30, 2018

July 1, 2018 - June 30, 2019

July 1, 2019 - June 30, 2020

ORIGINAL TERM CCO NO. 2 SUB-TOTAL

CCO No. 2 Annual Not-to-Exceed

N/A

\$25,060

\$47,610

\$47,610

\$120,280

Optional Two One-Year Extensions

July 1, 2020 - June 30, 2021

July 1, 2021 - June 30, 2022

CONTRACT EXTENSIONS CCO NO. 2 SUB-TOTAL

CCO No. 2 Annual Not-to-Exceed

\$47,610

\$47,610

\$95,220

CONTRACT WITH EXTENSIONS CCO NO. 2 TOTAL \$215,500

There is a small impact to the City's General Fund and Strong Communities fund as a result of taking the recommended actions.

Attachment A - CCO No. 2 with JaniTek

Attachment B - List of Operating Budgets and Additional Annuals Costs

**ANNOTATED AGENDA  
CITY COUNCIL/SUCCESSOR AGENCY TO THE REDEVELOPMENT  
AGENCY/PUBLIC FINANCING AUTHORITY/PARKING AUTHORITY CONCURRENT  
- CLOSED SESSION CANCELLED  
MEETING OF MAY 15, 2018**

**11. CONSENT AGENDA**

Approve the Consent Agenda with a single vote, save items 11.9, 11.10, 11.11, 11.22, 11.29, 11.30, 11.31 which was considered separately.

**Moved by:** 0, and no seconder required.

**Vote:** Motion carried 7-0

**Yes:** Jesús Andrade, Christina Fugazi, Elbert Holman, Susan Lenz, Susan Lofthus, Michael Tubbs, and Daniel Wright.

**11.28 18-4422 APPROVE MOTION TO AUTHORIZE CONTRACT CHANGE ORDER NO. 2 WITH JANITEK CLEANING SOLUTIONS, INC. FOR CITY OF STOCKTON CUSTODIAL SERVICES**

RECOMMENDATION It is recommended that the City Council approve a motion authorizing the City Manager to execute Contract Change Order No. 2 with JaniTek Cleaning Solutions, Inc., in the amount of \$120,280, for the expanded scope of services and additional janitorial supplies for City of Stockton Custodial Services, Project No. OM-16-057. It is also recommended that the City Manager be authorized to take appropriate and necessary actions to carry out the purpose and intent of this motion.

Legislation Text

Attachment A - CCO No. 2 with JaniTek

Attachment B - List of Operating Budgets



RECEIVED

City Manager's Office  
Date Received APR 26 2018

RECEIVED

MAY 9 2018

# CONTRACT ROUTING FORM

City of Stockton

City of Stockton

Contract Number City Manager's Office

2017-01-24-1205 NP 0002

CITY CLERK  
CITY OF STOCKTON

City Clerk  
Date Received JUN 1 2018

CITY CLERK  
CITY OF STOCKTON

### CITY CONTRACT TYPE (select one)

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

### CONTRACT INFORMATION

Contract Amount: \$ 120,280.00

Contract Title: City of Stockton Custodial Services, Project No. OM-16-057

Vendor/Other Party: JaniTek Cleaning Solutions

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)

Council approval required for contracts over \$ 75,000.00 for FISCAL YEAR: 2017-18

Motion/Resolution/Ordinance No: 2018-05-15-1128

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. 18-00119431
- Bonds Required?  Yes  No
- Insurance Required?  Yes  No
- Notary Required?  Yes  No
- Recordation Required?  Yes  No

### Mandatory Routing Order

#### 1 DEPARTMENT: Public Works

DEPARTMENT HEAD APPROVAL [Signature] date: 5/22/18  
 Project Mgr: Colin Scott ext: 8954 Staff: B.Hedrick/C.McFarland ext: 8317  
 Forwarded to: Procurement on: \_\_\_\_\_ by: \_\_\_\_\_

#### 2 PROCUREMENT

Approved (  ) Name/Signature: [Signature]  
 Forwarded to: Public Works on: 4-25-18 by: Alan Meunawell

#### 3 VENDOR/OTHER PARTY

Signed ( 2 ) originals on: 4/18/18  
 Forwarded to: Risk Services on: \_\_\_\_\_ by: \_\_\_\_\_

#### 4 RISK SERVICES

Insurance on: 4-26-18 by: [Signature] Bonds approved on: \_\_\_\_\_ by: \_\_\_\_\_  
 Forwarded to: City Attorney on: 4-26-18 by: [Signature] RM #: 18-358

#### 5 CITY ATTORNEY

Approved as to Form and Content on: 4-26-18 by: [Signature]  
 Forwarded to: City Manager on: \_\_\_\_\_ by: \_\_\_\_\_

#### 6 CITY MANAGER

Signed by City Manager on: [Signature] Forwarded to: City Clerk on: 6/10/18 by: [Signature]

#### 7 CITY CLERK

City Clerk attested on: 6-4-18 Returned ( 1 ) original(s) to dept. on: 6-4-18 by: [Signature]  
 Retained ( 1 ) original(s) for City's file. Hard Copy on file? Yes  No  OB # 21166362

#### 8 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: \_\_\_\_\_

#### 9 PROCUREMENT: Purchase Order No. 200746 PUR No. \_\_\_\_\_

2017-01-24-1205 NP 0002