

# REQUEST FOR BOARD OF DIRECTORS ACTION

**Date action is requested:** 3/25/2020

**Title:** Motion 2020-12 approval of a contract with Jani-King of Western Washington for janitorial services

**Attachments:** Jani-King Janitorial Services – Amendment 1; Jani-King contract dated September 16, 2019

**Type of action:** Motion

**SUBMITTED BY:** Janet Caviezel, Finance Director

**RECOMMENDATION:** It is recommended the Board of Directors authorize an amendment to the contract with Jani-King of Western Washington for regular monthly janitorial services, and to include additional cleaning services during the COVID-19 outbreak.

**BACKGROUND:** South Sound 911’s current contract with Jani-King of Western Washington, which provides janitorial services for LE Comm and Records, is being amended to include:

- The extension of regular janitorial services for the two locations through December 31, 2021 – \$88,850 (contract can be terminated with 10 days’ notice once Records operations transition to PSCC)
- Additional cleaning services for two locations due to COVID-19 outbreak – \$3,840/mo. (services to occur twice daily instead of once daily)

**ALTERNATIVES:** Refer to Finance Committee for further review; issue RFP for janitorial services.

**FINANCIAL IMPACT:** \$52,020 for 2020 regular janitorial services and \$3,840/mo. for additional cleaning due to COVID-19 outbreak, included in the 2020 budget.

Executive Director Review \_\_\_\_\_

