

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

October 20, 1993

To: Board of Directors (Engineering and Operations Committee - Action)

From: General Manager

Subject: Extension of contract with Metro Building Maintenance Company, for furnishing building maintenance services at various Metropolitan facilities

Report

On June 15, 1993, Metropolitan entered into a contract with Metro Building Maintenance Company to provide daily janitorial services for a six-month period at the following Metropolitan locations: Los Angeles - Sunset, Soto Street, Eagle Rock, Commerce Warehouse and San Dimas. The contract was awarded under Request For Bid No. AD-1859 and Metro Building Maintenance Company was the low bidder. The cost for these maintenance services is \$32,887.49 per month and \$197,324.94 for the six-month period. Metro Building Maintenance Company has successfully performed these services and the contract is scheduled to terminate on December 15, 1993.

The initial contract was awarded for a six-month period since Metropolitan had not yet determined its interim space needs. Subsequently, the decision has been made to centralize operations at Metropolitan's Two California Plaza facility. Since staff is still located at these facilities, it is necessary to extend the present contract with Metro Building Maintenance Company for the interim four-month period of December 15, 1993 through April 15, 1994, in an amount not to exceed \$131,549.96, for a total contract cost of \$328,874.90, which reflects the same monthly cost of \$32,887.49. Building maintenance services are not subject to sales tax.

The services to be provided are janitorial only and do not encompass activities generally considered to be of a maintenance nature, such as minor repairs to physical plants or upkeep of machinery or equipment.

Metro Building Maintenance Company is a minority business enterprise and is qualified to perform the specified work. In addition, Metro Building Maintenance Company has an affirmative action program on file with Metropolitan.

Funds for obtaining these services are available under the annual appropriations for operation and maintenance. This contract is categorically exempt from the provisions of the California Environmental Quality Act since it involves maintenance of existing facilities with no expansion of use beyond that previously existing.

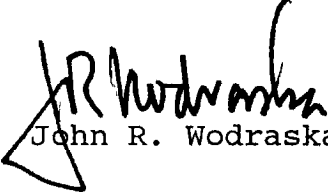
Board Committee Assignment

This letter is referred for action to the Engineering and Operations Committee because of its jurisdiction over bids, pursuant to Administrative Code Section 2431(a).

Recommendation

ENGINEERING AND OPERATIONS COMMITTEE FOR ACTION.

It is recommended that the General Manager be authorized to extend the contract for the four-month period of December 15, 1993 through April 15, 1994, in an amount not to exceed \$131,549.96, for a total contract cost of \$328,874.90.


John R. Wodraska

MUL:djh

Attachments