

Town of Yountville
Resolution Number 24-4324

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YOUNTVILLE
AUTHORIZING THE TOWN MANAGER TO EXECUTE A MAINTENANCE AGREEMENT
WITH CAPPSTONE INC. FOR CUSTODIAL SERVICES WITH A FISCAL YEAR CONTRACT
AMOUNT NOT TO EXCEED \$85,000 BEGINNING JANUARY 1, 2025 AND ENDING
JANUARY 1, 2028.**

Recitals

- A. The Town of Yountville contracts for custodial services of our Town Facilities including Town Hall, Community Center, Library, the Sheriff's Substation and now the Yountville Commons facilities.
- B. The agreement with the previous contractor was approved in November of 2021 for three years with a potential two, one-year extensions. Town staff felt it prudent to request proposals at the end of the three year term due to the addition of the Yountville Commons facility.
- C. The Town received three proposals at the close of the submittal period. After evaluating the proposals for comparable accounts, work history, and ability to provide structure, oversight and reliability as well as the cost for services, staff is recommending the CAPPSTONE, INC. be awarded the contract to provide custodial services for the Town.
- D. The expense for these services is currently budgeted for in 01-5408-4210 - Community Center Contract Services and 01-4325-4210 – Government Buildings Contract Services.

Now, therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. Authorizes the Town Manager to execute a Maintenance Agreement with CAPPSTONE INC. to perform custodial services for the Town of Yountville facilities not to exceed \$85,000 annually which includes regularly scheduled cleanings of the Yountville Commons Hall, Wellness Center and Restrooms; Town Hall; Community Center and Hall; Yountville Library and the Sheriff Substation as well as special event cleanings at the Community Center, Community Hall and Commons Hall.
- 2. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 3rd day of December 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Margie Mohler, Mayor

ATTEST:

Hilary Gaede, Communications Director/ Town Clerk