



Staff Report

Agenda Item #: {{section.number}}E

Yountville Town Council Staff Report

DATE: December 3, 2024

TO: Mayor and Town Council

FROM: Samantha Holland, Parks & Recreation Director

PREPARED BY: Samantha Holland, Parks & Recreation Director

RECOMMENDATION

Adopt Resolution Number 24-4324 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.

DISCUSSION/BACKGROUND

The Town of Yountville contracts for custodial services performed in the Town Facilities including Town Hall, Community Center, Library, Sheriff Substation and now the Yountville Commons. The previous agreement was approved in 2021 and was for three years with two, one-year optional extensions. Because the Town purchased the Commons property, Town felt it was prudent to do a Request for Proposals (RFP) which added the new facility.

Staff released the RFP on September 27, 2024, and the deadline for proposals was October 28, 2024, at 3 PM. At the deadline, we received three proposals. Bidders were also required to attend a site walk prior to applying.

After reviewing and evaluating the proposals for comparable clients, work history, ability to provide the level of service we require, oversight and reliability as well as the cost of service, staff is recommending Cappstone Inc., the current contractor, to be awarded the new contract and continue to provide custodial services for the Town.

The expenses for these services are currently budgeted for in 01-5408-4210, Community Center Contract Services and 01-4325-4210, Government Buildings Contract Services. The new contract amount may require a budget adjustment at Mid-Year and Mid-Cycle due to the addition of the Yountville Commons and an increase of approximately 5% for all other services from the previous agreement. Those adjustment recommendations will come forward at a future date.

The fiscal year contract amount of not to exceed \$85,000 including regular monthly cleanings in all facilities (Schedule varies by facility) totaling \$66,168 per year as well as individually scheduled event cleanings. Event cleanings are typically an expense that is covered by the renter for private events. The exception to this is when the Town has an event and schedules an event cleaning for someone like the Halloween Carnival or Residents Bash.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? 01-5408-4210 and 01-4325-4210

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Indirectly

If yes, Identify Strategic Goal and Objective. Responsible Fiscal Policy and Quality of Life

Briefly Explain Relationship to Strategic Plan Goal and Objective. By requesting proposals for ongoing maintenance Town staff is ensuring we are receiving the best services at the most competitive cost. By ensuring our facilities are maintained to a high standard, we are ensuring that we can offer our residents and visitors high-quality and well maintained facilities.

ATTACHMENTS

1. Resolution No. 24-4324
2. Cleaning & Custodial Services RFP
3. Bid Attachments
4. Maintenance Agreement with Cappstone Inc.
5. Exhibit A: Scope of Services