

Mayor and Council Communication

DATE: 03/31/26

M&C FILE NUMBER: M&C 26-0226

LOG NAME: 13PAMEND ILA 62138 JANITORIAL SERVICES LSJ WTR

SUBJECT

(ALL) Authorize Execution of an Amendment to a Purchase Agreement with CTJ Maintenance Inc. for Janitorial Services to Increase the Annual Amount by \$50,000.00 for a New Total Annual Amount Up to \$150,000.00 and Add an Additional One-Year Term for the Water Department

RECOMMENDATION:

It is recommended that City Council authorize an amendment to a purchase agreement with CTJ Maintenance Inc. for janitorial services to increase the annual amount by \$50,000.00 for a new annual amount up to \$150,000.00 and add an additional one-year term for the Water Department.

DISCUSSION:

The purpose of this Mayor & Council Communication (M&C) is to authorize an amendment to City Secretary Contract (CSC) No. 62138 with CTJ Maintenance Inc. to increase the annual amount by \$50,000.00 for new total agreement up to \$150,000.00 with an additional one-year term renewal option.

On October 18, 2024, the City entered into an agreement for an annual amount up to \$100,000.00 with CTJ Maintenance Inc. based upon an interlocal agreement with the City of Denton, for janitorial services (Request for Proposal No. 8032). The janitorial services including but not limited to general cleaning, carpet cleaning, sanitation, and hard floor stripping and waxing of the Field Operations Warehouse and Offices.

Due to price increases in the hourly rate, it was concluded that there is a need to increase the current contract amount. Staff requests that the City Council authorize an increase to the agreement's spending authority by an additional \$50,000.00. The new total annual amount of the agreement will be up to \$150,000.00. Staff also request to add an additional one-year renewal option in line with the underlying agreement, City of Denton Contract 8032.

FUNDING: Funding is budgeted in the General Operating and Maintenance account within the Water & Sewer Fund, for the Water Department as appropriated.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under an Interlocal Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item or service. City of Denton contracts have been competitively bid to increase and simplify the purchasing power of government entities. City of Denton issued RFP No. 8032 on June 3, 2022. Submissions were opened on June 21, 2022, and the agency received responses.

AGREEMENT TERM: The current term of the agreement is from November 30, 2025, to November 30, 2026.

RENEWAL OPTIONS: The agreement may be renewed for one (1) additional one-year term(s) through October 18, 2027. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

ADMINISTRATIVE CHANGE ORDERS: An administrative change order or increase may be made by the City Manager or his Designee up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

SMALL BUSINESS: The decision and justification for utilizing a cooperative purchasing contract were previously established and documented during the initial procurement process. As such, the waiver process would be redundant and serve only as a formality; therefore, no waiver is required for this action.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water and Sewer Fund to support the approval of the above recommendation and agreement of the contract. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Reginald Zeno 8517
Jessica McEachern 5804

Originating Business Unit Head:

Reginald Zeno 8517

Christopher Harder 5020

Additional Information Contact:

Haven Wynne 8525

La'Kita Slack-Johnson 8314