



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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***Memorandum***

TO: Administration Committee

DATE: June 4, 2008

FR: Executive Director

W.I.: 1153

RE: Contract Amendment: Janitorial Services: Accent Service Company, Inc.

On May 26, 2006, MTC issued a joint agency Request for Proposal (RFP) inviting firms to submit a proposal to provide janitorial service for the Joseph P. Bort MetroCenter common areas, and for MTC and ABAG office spaces. The contract was awarded to B&C Janitorial Service, Inc. for the period of September 11, 2006 through June 30, 2007, with the option to renew at a negotiated price for four additional one-year periods through June 30, 2011. Separate contracts were executed by MTC, ABAG and RAFC.

On December 1, 2006, Accent Service Company, Inc. acquired B&C Janitorial Service, Inc. The assignment to Accent Service Company, Inc. was seamless, and the costs and terms of the contract were not changed in any way. Accent Service Company, Inc. pays its staff an amount greater than the City of Oakland's hourly living wage rate of \$10.83, provides medical insurance coverage and offers sick leave benefits. Approval of this contract amendment allows services to continue next fiscal year beginning July 1, 2008 through June 30, 2009.

<b>Annual Period</b>	<b>Straight-Time Hourly Rate</b>	<b>Overtime Hourly Rate</b>	<b>Baseline Scope of Work</b>	<b>Additional Work</b>	<b>Annual Payment (NTE)</b>
10/1/06-6/30/07 Original & Amendment #1	\$21.11	\$31.67	\$82,685.52	\$2,314.48	\$85,000
7/1/07-6/30/08 Amendment #2	\$21.74	\$32.62	\$113,554.78	\$3,445.22	\$117,000
7/1/08-6/30/09 Amendment #4	\$22.97	\$34.47	\$119,993.36	\$4,038.83	\$124,032

We recommend that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Accent Service Company, Inc., to provide janitorial services for the MTC offices in the amount not to exceed \$124,032 in FY 08-09, with the option to renew at a negotiated price for two additional one-year periods, subject to adoption of the FY 2008-09 Operating Budget.

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Steve Heminger

SH: DR: tg

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Work Item No.: 1153

Consultant: Accent Service Company, Inc., Newport Beach, CA

Work Project Title: Janitorial Services

Purpose of Project: To provide janitorial service for MTC offices

Brief Scope of Work: To provide routine weekly janitorial service such as dusting, vacuuming, polishing, etc. And, to provide weekly, monthly and quarterly in-depth service including rug shampooing, floor waxing, etc.

Project Cost Not to Exceed: \$124,032 (FY 2008-09)

Funding Source: MTC TDA Funds

Fiscal Impact: Funds are included in the FY 2008-09 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to execute a contract amendment with Accent Service Company, Inc. to provide janitorial services in FY 2008-09, with an option to renew for three additional one year periods, and that the Chief Financial Officer is authorized to set aside funds up to \$124,032 for such contract amendment, subject to adoption of the FY 2008-09 Operating Budget.

Administration Committee:

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Bob Blanchard, Chair

Approved: June 11, 2008