



## Legislation Details (With Text)

**File #:** 23-0835 **Name:**  
**Type:** Written Report **Status:** Agenda Ready  
**File created:** 2/17/2023 **In control:** City Council Legislative Meeting  
**On agenda:** 2/28/2023 **Final action:**  
**Title:** Consideration of a Contract Modification to Add Custodial Services at 4850 Mark Center Drive.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

| Date | Ver. | Action By | Action | Result |
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## City of Alexandria, Virginia

### MEMORANDUM

**DATE:** FEBRUARY 21, 2023  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**THROUGH:** JAMES F. PARAION, CITY MANAGER /s/  
**FROM:** KENDEL TAYLOR, INTERIM DEPUTY CITY MANAGER

**DOCKET TITLE:**

Consideration of a Contract Modification to Add Custodial Services at 4850 Mark Center Drive.

**ISSUE:** Consideration of a Contract Modification to add custodial services at 4850 Mark Center Drive.

**RECOMMENDATION:** That City Council authorize the City Manager to execute a Contract Modification to add custodial services at 4850 Mark Center Drive.

**BACKGROUND:** In preparation for the opening and consolidated DCHS and Health Department operations at 4850 Mark Center Drive, staff will need to modify the City's existing custodial services contract to add this location. Adding this location to the City's existing custodial services contract will result in a forty-two percent (42%) increase to the existing contract amount. Per City Code Section 3-3-50(a), *A public contract may include provisions for modification of the contract during performance, but no fixed price contract may be increased by more than 25 percent of the amount of the contract or \$50,000, whichever is greater, without the advance*

*written approval of the city council.* Therefore, staff is requesting that City Council authorize the City Manager to execute a Contract Modification to add 4850 Mark Center Drive to the City's existing custodial services contract.

**DISCUSSION:** The new 270,000 square foot, 10-story building at 4850 Mark Center Drive will be the largest facility in the City's portfolio and will provide office and clinical space to over 700 City employees plus visitors and clients. The size of this facility and multiple floors will require a considerable number of custodial staff operating at different shifts plus supplies to maintain this facility at the level expected for the type of services being offered to the public at this facility Monday through Friday. The cost to provide and add this service to the existing custodial contract will be \$32,500 per month, or approximately \$358,000 for eleven (11) months of service. The Contract Modification will result in full custodial service beginning in March 2023 to coincide with staff relocations to the new building and the provision of the service to the public. The existing custodial contract is a two (2) year contract with three (3) one-year renewal options.

**FISCAL IMPACT:** The City Code requires that City Council approve change orders over specified thresholds. However, it is important to note that no additional funds are needed at this time. The FY 2023 Approved Budget recognized the consolidation of multiple leased and City-owned facilities, and the 42 percent increase in the current custodial contract is partially offset by savings realized from the reduction of several facilities from multiple custodial contracts.

The first term of the City's current custodial services contract expires later this year, although there are renewal terms available. Staff intends to issue a new solicitation for citywide custodial services within the next year, which will include the Mark Center Drive facility.

**STAFF:**

Yon Lambert, Deputy City Manager

Jeremy McPike, Director, Department of General Services

Wynndell Bishop, Purchasing Agent, Finance

Alfred Coleman, Deputy Director, Department of General Services