



SUBJECT: Approve Amendment No. 2 to the Agreement for Park Restroom Cleaning and Trash Receptacle Maintenance Services with Terracare Associates for a two-year term through December 31, 2026.

DEPARTMENT: Parks and Recreation

STAFF: Brian Johnson, Park Maintenance Supervisor
Aaron Wanden, Parks Maintenance Manager
Bruce Mulder, Director of Parks and Recreation

TITLE/RECOMMENDATION

Adopt a Resolution approving and authorizing the City Manager or designee to execute Amendment No. 2 to the Agreement for Park Restroom and Trash Receptacle Maintenance Services with Terracare Associates for a two-year term from January 1, 2025 – December 31, 2026 in the amount of \$491,065.56, plus funding authorization for a 5% contingency of \$24,553.28, and authorize the City Manager or designee to approve necessary documents for the base bid, extra work, and extensions as appropriate.

FISCAL IMPACT

The fiscal impact for the Park Restroom Cleaning and Trash Receptacle Maintenance Services agreement with Terracare Associates (“Agreement”) is \$491,065.56 plus a 5% contingency of \$24,553.28, for a total amount of \$515,618.84 over two years. The contract amount will be funded by the Citywide Park Assessment District Fund (\$39,285), the Landscape and Lighting Assessment Districts Fund (\$338,836), and the General Fund (\$112,945). The costs for park restroom cleaning and trash receptacle maintenance services are included in the FY 2024/25 – 2025/26 Operating Budget. The cost of the portion of this amendment covering July 2026 to December 2026 will be requested in the 2026/27-2027/28 Operating Budget process.



**CITY COUNCIL AGENDA ITEM NO. F.8
12/10/2024**

The overall not to exceed Agreement amount, including the funding authorization for contingencies, for the 6-year period is \$1,386,737.15, broken down as follows:

<u>Fiscal Year</u>	<u>Agreement Amount</u>	<u>Contingency</u>	<u>Total Amount Not to Exceed</u>
Original Agreement			
2020/21 (Jan-Jun)	\$89,000.00	\$4,450.00	\$ 93,450.00
2021/22	\$183,340.00	\$9,167.00	\$192,507.00
2022/23 (July – Dec)	<u>\$94,420.10</u>	<u>\$4,721.00</u>	<u>\$99,141.10</u>
Subtotals	\$366,760.10	\$18,338.00	\$385,098.10
Amendment 1			
2023/24 (Jan – Jun)	\$112,324.10	\$5,616.21	\$117,940.31
2023/24	\$231,387.65	\$11,569.38	\$242,957.03
2024/2025 (July – Dec)	<u>\$119,164.64</u>	<u>\$5,958.23</u>	<u>\$125,122.87</u>
Subtotals Amend. 1	\$462,876.39	\$23,143.82	\$486,020.21
Amendment 2			
2024/25 (Jan – Jun)	\$119,164.64	\$5,958.23	\$125,122.87
2025/26	\$245,479.16	\$12,273.96	\$257,753.12
2026/2027 (July – Dec)	<u>\$126,421.76</u>	<u>\$6,321.09</u>	<u>\$132,742.85</u>
Subtotals Amend. 2	\$491,065.56	\$24,553.28	\$515,618.84
TOTALS	\$1,320,702.05	\$66,035.10	\$1,386,737.15

BACKGROUND

The heavy use of parks throughout the City requires the services of a contractor to provide regularly scheduled park restroom cleaning and trash receptacle maintenance services in order to maintain a clean and safe environment.

On October 1, 2020, Parks and Recreation staff distributed a Request for Proposals (RFP) for Park Restroom Cleaning and Trash Receptacle Maintenance Services to twenty-one (21) landscape maintenance, janitorial services, and non-profit organizations that have expressed interest in this type of work. Three proposals were received. On December 8, 2020, City Council approved and authorized the City Manager or designee to execute an Agreement for Park Restroom Cleaning and Trash Receptacle Maintenance Services with Terracare Associates for a two-year term from January 1, 2021 – December 31, 2022 in the amount of \$366,760.10, plus a 5% contingency of \$18,338.00, for a total not to exceed amount of \$385,098.10.

This Agreement included provisions allowing the City Manager to amend the Agreement to extend it for up to two additional two-year periods, or parts thereof based upon a satisfactory review of Contractor’s performance, City needs, and



**CITY COUNCIL AGENDA ITEM NO. F.8
12/10/2024**

appropriation of funds from City Council. On November 8, 2022, City Council approved Amendment No. 1 which extended and funded the Agreement through December 31, 2024. Since that time, Terracare has continued to perform the services satisfactorily.

As one new park has been accepted since the previous amendment, and additional trash receptacles and mutt mitt stations have been installed along several other areas, it is necessary to amend the scope of work and fee schedule for this Agreement to accommodate the additional work.

Staff recommends that City Council approve Amendment No. 2 to the Agreement with Terracare Associates to extend the term through December 31, 2026, fund the Agreement, and to include the additional sites and quantities as described below.

Receptacles:

- Magpie Park – 3 trash
- Arbor View Trail at O’Hara Entrance – 1 mutt mitt
- Dakota Trail – 3 trash and 1 mutt mitt
- Balfour/Griffith Corner – 1 trash

CITY COUNCIL STRATEGIC INITIATIVE

Not Applicable.

PREVIOUS ACTION

Previous Action by the City Council is included on Attachment 1.

DATE OF NOTICE

Not Applicable.

ENVIRONMENTAL DETERMINATION

Not Applicable.

ALTERNATIVE OPTION(S)

Alternative Options to the Staff Recommendation:

1. Do not approve staff’s recommendation and the agreement for these services will end on December 31, 2024.
2. Modify staff’s recommendation based on legally defensible findings.



**CITY COUNCIL AGENDA ITEM NO. F.8
12/10/2024**

3. Continue item with direction for staff to return with additional information.

ATTACHMENT(S)

1. Previous Action
2. Resolution
3. Amendment No. 2