

BOARD OF DIRECTORS MEETING

December 10, 2020

ITEM 7

APPROVAL OF SCOPE OF WORK AND CONTRACT WITH WILLIAM DRISCOLL FOR ONGOING MAINTENANCE SERVICES AT THE KENSINGTON COMMUNITY CENTER AND KENSINGTON PARK

SUMMARY OF RECOMMENDATION

Review and approve the scope of work and associated contract with William Driscoll to provide maintenance services at the Kensington Community Center and Kensington Park for the base monthly amount of \$900. This scope of work and contract reflect the current impacts of the coronavirus pandemic that include more limited maintenance services at the Community Center and increased maintenance of park restroom facilities.

BACKGROUND

In spite of the current public health orders that severely limit any use of the renovated Community Center, the facility still requires regular cleaning and light maintenance. In addition, in response to community demand, and based on input from KCC staff, the Kensington Park restrooms remain open for daytime use and require daily cleaning and disinfecting.

To provide for this ongoing maintenance work, the general manager solicited a proposal from Bill Driscoll who is knowledgeable and experienced with the required maintenance work. The scope of work included in the proposal by Mr. Driscoll is as follows:

- Weekly cleaning and maintenance for the Kensington Community Center (the frequency will be adjusted in response to changing public health orders, to eventually provide more frequent maintenance services, up to five to seven days per week, depending on rentals). This service will include necessary sweeping mopping, emptying trash, disinfecting all rooms, restrooms, and kitchen areas, cleaning windows and high dusting, necessary to maintain the building in a condition that would allow for its immediate opening as allowed by public health orders;
- Graffiti removal, changing burned out lights in and around the Community Center and outside restroom building;
- Light plumbing, painting and common maintenance activities for jobs that take an hour or less. Projects requiring more skill and time would need to be contracted to a specialist or would be completed by Mr. Driscoll at the rate of \$60 per hour;
- General oversight of buildings and grounds, with communication regarding needed maintenance and landscape scheduling and special projects to the landscape contractor (to be retained under a separate contract);
- Daily cleaning of the outside restroom building;
- Weekly emptying of the two District-owned trash cans, one the Colusa Circle and the other at the "Kensington cheese building;"
- 24-hour on call response for emergency maintenance situations.

The base monthly cost for the Community Center maintenance services under the current public health order is \$200; when the Community Center returns to full service, the maintenance schedule will

accelerate to five to seven days per week, and the base monthly rate would increase to \$1,800. The base monthly cost for daily outdoor restroom cleaning is \$500, to be evaluated as public health orders change, and for the trash emptying is \$200.

RECOMMENDATION

Review and approve the scope of work and associated contract with William Driscoll to provide maintenance services at the Kensington Community Center and Kensington Park for the base monthly amount of \$900, with the contract to be approved as to final form by District legal counsel.

FISCAL IMPACT

- The total amount of the proposed contract with Mr. Driscoll for Community Center maintenance is \$900 monthly, or \$10,800 on an annualized basis.
- The combined monthly amount of this proposed contract with the monthly amount of \$2,225 for base Park landscape services is \$3,125, or \$37,500 annually.
- The combined total budgeted base contract amount for maintenance services at the Community Center and Kensington Park is \$39,000, with an additional \$20,000 budgeted for services in addition to the base contracts. The total annual budget, then, for maintenance services at the Community Center and Park is \$59,000.

Thus, the proposed contract is consistent with the adopted budget.

It should be noted that anticipated annual rental revenue for the Community Center will likely be less than the \$15,000 budgeted amount, but the \$20,000 additional cost for additional maintenance services will also be lower than the amount budgeted.

ATTACHMENTS

None.

SUBMITTED BY:

Bill Lindsay
Interim General Manager