

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

EC-19-471

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

July 24, 2019

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller, Mayor

**SUBJECT: Approval of Supplement Agreement with MyDatt Services Inc. d.b.a
Block By Block for a Clean, Safe and Friendly Downtown**

On June 20, 2016, the City Council, through Executive Communication EC-16-137, approved the Mayor's Recommendation of Award for the Request for Proposal "City of Albuquerque Downtown Cleaning and Ambassador Services, P2016000038." EC-16-137 authorized \$325,000 per year to MyDatt Services, Inc., d.b.a Block By Block ("Block by Block") for services.

The Solid Waste Management Department ("SWMD") has provided contract administration for the agreement between the City and Block by Block for the environmental maintenance, hospitality and safety services in the downtown service areas as more fully set forth in the request for Proposal P2016000038. SWMD now wishes to amend the agreement to increase the total compensation by \$567,461.20, bringing the total amount of the agreement to \$1,867,461.20.

The Public Purchases Ordinance at Section 5-5-30(B) (10) provides that any supplement to a contract resulting from a request for proposals previously approved by the City Council shall require additional approval by the City Council if the contract is increased by over twenty percent (20%) of the amount previously identified.

Because this increase is more than twenty percent (20%) of the amount previously approved in the legislation, Council approval is required. I am forwarding this Supplemental Agreement for your consideration and action.

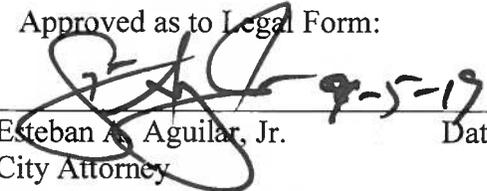
**SUBJECT: Approval of Supplement Agreement with MyDatt Services Inc. d.b.a
Block By Block for a Clean, Safe and Friendly Downtown**

Approved:



Sarita Nair Date
8 Chief Administrative Officer 9/11/19

Approved as to Legal Form:



Esteban A. Aguilar, Jr. Date
City Attorney 9-5-19



Recommended:



Mathew Whelan Date
Director 9/14/19
Solid Waste Management Department

Cover Analysis

1. What is it? A supplement Agreement with Mydatt Services Inc. d.b.a Block By Block to provide Environmental Maintenance, Hospitality and Safety services in the Downtown/Nob Hill Areas.

2. What will this piece of legislation do?

Allow the City to contract with MyDatt Services Inc. d.b.a Block By Block for cleaning and hospitality services in the Downtown/ Nob Hill areas.

3. Why is this project needed?

The downtown area is the core and heart of the City. It is an area visited by tourists and conventioners. The area requires cleaning and hospitality services over and above what City employees can provide.

The objectives for the Contractor are to meet the needs of residents, businesses and tourists by providing environmental maintenance, hospitality and safety services in the downtown areas. The Contractor will work closely with the City and organizations contracted by the City to help revitalize downtown for citizens and tourists. The Contractor will act as the public information resource to district business, workers, shoppers, visitors and residents. The Contractor will work with the Albuquerque Police Department to share information on safety/security related issues in downtown.

4. How much will it cost and what is the funding source?

The cost for the City is a maximum of \$567,461.20. Funding source is from fund 651, Activity Program Clean City 5440000 Weed & Litter.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

No

FISCAL IMPACT ANALYSIS

TITLE: Supplement Agreement with MyDatt Services Inc. d.b.a Block by Block for a Clean, Safe and Friendly Downtown

Block by Block

R:

O:

FUND: 651

DEPT: Solid Waste Management Dept.

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years *			
		2020	2021	2022	Total
Base Salary/Wages		-	-	-	-
Fringe Benefits at	7.65%	-	-	-	-
Subtotal Personnel		-	-	-	-
Operating Expenses		57,461	-	-	57,461
Property		-	-	-	-
Indirect Costs	10.50%	-	-	-	-
Total Expenses		\$ 57,461	\$ -	\$ -	\$ 57,461
<input type="checkbox"/> Estimated revenues not affected					
<input checked="" type="checkbox"/> Estimated revenue impact					
Amount of Grant			-	-	-
City Cash Match					
City Inkind Match					
City IDOH		-	-	-	-
Total Revenue		\$ -	\$ -	\$ -	\$ -

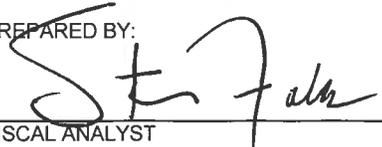
* These estimates do not include any adjustment for inflation.
 * Range if not easily quantifiable.

Number of Positions: Various (part-time temporary)

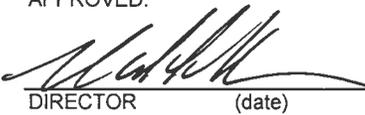
COMMENTS: The Block by Block contract for FY20 is estimated at \$567,461. The Solid Waste Management Department (SWMD) has appropriated \$510,000 for Block by Block services in FY20. SWMD will absorb the \$57,461 increase in Block by Block services through the Department's current revenue rates.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:


 FISCAL ANALYST

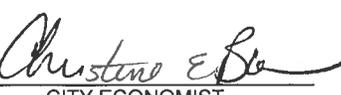
APPROVED:

 9/4/19
 DIRECTOR (date)

REVIEWED BY:


 EXECUTIVE BUDGET ANALYST

 9/5/19
 BUDGET OFFICER (date)


 CITY ECONOMIST

FIFTH SUPPLEMENTAL AGREEMENT

THIS FIFTH SUPPLEMENTAL AGREEMENT is made and entered into this _____ day of _____, _____, by and between the City of Albuquerque, New Mexico, a municipal corporation (hereinafter referred to as the "City"), and MyDatt Services, Inc d.b.a. Block by Block., an Ohio Corporation, whose address is 7135 Charlotte Pike, Suite 100, Nashville, TN 37209 (hereinafter referred to as the "Contractor").

RECITALS

WHEREAS, the City and Contractor entered into an Agreement, dated July 1, 2016, hereinafter referred to as the "Original Agreement", whereby the Contractor agreed to render certain professional services to the City; and

WHEREAS, on June 20, 2016, the City Council, through Executive Communication EC-16-137, approved the Mayor's Recommendation of Award for the Request for Proposal "City of Albuquerque Downtown Cleaning and Ambassador Services, P2016000038"; and

WHEREAS, EC-16-137 authorized \$325,000 per year to the Contractor for the Services; and

WHEREAS, the City and Contractor have entered into Supplemental Agreements extending the term of the Original Agreement and adding compensation for continuation of Services; and

WHEREAS, the City has determined that it will extend the Time of Performance and add Compensation for Fiscal Year 2020; and

WHEREAS, the Contractor is agreeable to the continuation of Services; and

WHEREAS, the Public Purchases Ordinance at Section 5-5-30(B)(10) provides that any supplement to a contract resulting from a request for proposals previously approved by the City Council shall require additional approval by the City Council if the contract is increased by over twenty percent (20%) of the amount previously identified; and

WHEREAS, because this increase is more than twenty percent (20%) of the amount previously approved in the legislation, this Fifth Supplemental requires City Council approval.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. Section 2 of the Original Agreement is hereby amended to read as follows:
2. Time of Performance. Services of the Contractor shall commence on the

execution of this agreement and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement; provided, however, that in any event, all of the Services required hereunder shall be completed by June 30, 2020. The Contractor shall return all equipment purchased under this Agreement, which shall remain City property.

2. Section 3A of the Original Agreement is hereby amended to read as follows:

A. Compensation. For performing the Services specified in Section 1 hereof, the City agrees to pay the contractor up to the amount of One Million Eight Hundred Sixty-Seven Thousand Four Hundred Sixty-One and 20/100 Dollars (1,867,461.20), which amount includes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor's Services under this Agreement, including all expenditures made and expenses incurred by the Contractor in performing the Services. _

3. Except as herein expressly amended, the terms and conditions of the Original Agreement shall remain unchanged and shall continue in full force and effect unless there is a conflict between the terms and conditions of the Original Agreement and this Fifth Supplemental Agreement, in which event, the terms and conditions of the Fifth Supplemental Agreement shall control.

4. This Agreement shall not become binding upon the City until approved by the highest approval authority of the City required under this Agreement.

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IN WITNESS WHEREOF, the City and the Contractor have executed this Fifth Supplemental Agreement as of the date first above written.

CITY OF ALBUQUERQUE

**CONTRACTOR: MyDatt Services, Inc
d.b.a. Block by Block.**

Approved By:

By: _____

Sarita Nair
Chief Administrative Officer

Title: _____

Date: _____

Matthew Whelan, Director
Solid Waste Management Department

Date: _____

B. Jesse Muniz, MBA
Chief Procurement Officer

Date: _____



CITY OF ALBUQUERQUE 2018-2019 PROPOSED BUDGET-NOB HILL

PRICING	Cleaning Ambassador	Hospitality/Safety Ambassador	Team Leader	Operations Manager
Pay Rate	\$ 11.50	\$ 11.50	\$ 13.00	\$ 26.74
FICA	\$ 0.88	\$ 0.88	\$ 0.99	\$ 2.05
WC	\$ 0.64	\$ 0.64	\$ 0.73	\$ 1.50
Liability	\$ 0.29	\$ 0.29	\$ 0.33	\$ 0.68
Unemployment	\$ 0.30	\$ 0.30	\$ 0.34	\$ 0.70
Subtotal	\$ 13.62	\$ 13.62	\$ 15.39	\$ 31.66
Weekly Hours	80.00	24.00	24.00	4.00
Annual Hours	4,160.00	1,248.00	1,248.00	208.00
Annual Billing	\$ 56,642.56	\$ 16,992.77	\$ 19,209.22	\$ 6,585.41
Overhead	\$ 3.70	\$ 3.70	\$ 3.70	\$ 3.70
Benefits	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86
Profit	\$ 1.80	\$ 1.80	\$ 1.80	\$ 1.80
Bill Rate	\$ 20.97	\$ 20.97	\$ 22.75	\$ 39.02
Weekly Hours	80.00	24.00	24.00	4.00
Annual Hours	\$ 4,160.00	\$ 1,248.00	\$ 1,248.00	\$ 208.00
Annual Billing	\$ 87,249.52	\$ 26,174.86	\$ 28,391.30	\$ 8,115.76
ANNUAL BILLING				\$ 149,931.44
ANNUAL BILLING +7% SALES TAX				\$ 160,426.64

BUDGET SUMMARY		
Category	\$	%
Labor	\$ 99,429.95	66.3%
Benefits	\$ 12,741.46	8.5%
Labor Related (background checks, recruiting, awards, etc.)	\$ 1,387.22	0.9%
Uniforms	\$ 2,970.00	2.0%
Cell Phones	\$ 1,600.00	1.1%
Equipment (mega brute, radios, iphones)	\$ 2,561.25	1.7%
Equipment Related (fuel, maintenance, insurance)	\$ 3,646.90	2.4%
Janitorial Supplies	\$ 2,500.00	1.7%
Office Supplies & Printing	\$ 600.00	0.4%
Miscellaneous	\$ 2,500.00	1.7%
Administrative Support (mgmt, travel, start-up, SMART system,	\$ 7,615.00	5.1%
Profit (9.0% of total)	\$ 12,379.66	8.3%
TOTAL	\$ 149,931.44	100.0%
TOTAL + 7% SALES TAX		\$ 160,426.64



SCHEDULE	
Cleaning Ambassador	80.00
Hospitality/Safety Ambassador	24.00
Team Leader	24.00
Operations Manager	4.00
Weekly Total	132.00
Annual	6,864.00
Employees	3.30

PROPOSED DEPLOYMENT											
Position	Zone	Task	Hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Cleaning Ambassadors	All	Manual Cleaning	8:30am - 5pm	8			8	8	8	8	40
	All	Manual Cleaning	2:30pm-11pm	8					8	8	24
Safety Ambassadors	All	Walking Patrol	2:30pm - 11pm	8			8	8	8	8	40
Team Leader	All	Supervision	2:30pm-11pm	8					8	8	24
Operations Manager	All	Working Manager/Special Projects	varies								4
Total Scheduled Weekly Hours				32	0	0	16	16	32	32	132



CITY OF ALBUQUERQUE 2019-2020 PROPOSED BUDGET

PRICING	Cleaning Ambassador	Hospitality Ambassador	Tree Watering	Team Leader	Operations Manager
Pay Rate	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.50	\$ 27.88
FICA	\$ 0.92	\$ 0.92	\$ 0.92	\$ 1.03	\$ 2.13
WC	\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.76	\$ 1.56
Liability	\$ 0.31	\$ 0.31	\$ 0.31	\$ 0.34	\$ 0.71
Annual Hours	8,568.00	928.00	1,160.00	2,080.00	2,080.00
Annual Billing	\$ 121,734.14	\$ 13,185.02	\$ 16,481.28	\$ 33,246.72	\$ 68,672.00
Overhead	\$ 4.20	\$ 4.20	\$ 4.20	\$ 4.20	\$ 4.20
Benefits	\$ 1.93	\$ 1.93	\$ 1.93	\$ 1.93	\$ 1.93
Profit	\$ 2.09	\$ 2.09	\$ 2.09	\$ 2.09	\$ 2.09
Bill Rate	\$ 22.43	\$ 22.43	\$ 22.43	\$ 24.21	\$ 41.24
Weekly Hours	164.77	17.85	22.31	40.00	40.00
Annual Hours	\$ 8,568.00	\$ 928.00	\$ 1,160.00	2,080.00	2,080.00
Annual Billing	\$ 192,195.70	\$ 20,816.71	\$ 26,020.89	\$ 50,352.23	\$ 85,777.51
ANNUAL BILLING					\$ 375,163.05
ANNUAL BILLING +7% SALES TAX					\$ 401,424.46

BUDGET SUMMARY		
Category	\$	%
Labor	\$ 253,319.17	67.5%
Benefits	\$ 28,602.46	7.6%
Labor Related (background checks, recruiting, awards, etc.)	\$ 3,936.99	1.0%
Uniforms	\$ 7,123.08	1.9%
Cell Phones/Internet	\$ 3,980.00	1.1%
Equipment (Truck, Trike pressure washer, other 'capital' equipment)	\$ 4,380.00	1.2%
Equipment Related (fuel, maintenance, insurance, parking)	\$ 10,865.00	2.9%
Janitorial Supplies	\$ 7,150.00	1.9%
Office Supplies & Printing	\$ 900.00	0.2%
Miscellaneous	\$ 2,500.00	0.7%
Administrative Support (mgmt, travel, start-up, etc.)	\$ 21,429.59	5.7%
Profit (9.0% of total)	\$ 30,976.77	8.3%
TOTAL	\$ 375,163.05	100.0%
TOTAL + 7% SALES TAX	\$ 401,424.46	



Capital Equipment			
Items	Unit Price	Qty	Total
Mega Brutes	\$ 775.00	3.00	\$ 2,325.00
iPhones	\$ 285.00	3.00	\$ 855.00
TOTAL			\$ 3,180.00

Average Hour Table			
	Non-Peak	Peak	Average
# of Weeks	52	29	
Cleaning Ambassadors	80	152	164.77
Tree Watering	0	24	
Hospitality	0	32	17.85
Special Projects (Pressure wash, etc)		40	22.31
Team Leader	40	40	40.00
Operations Manager	40	40	40.00
TOTAL	160	328	284.9230769