

**RESOLUTION 20-16**  
**OF THE BOARD OF DIRECTORS OF HELIX WATER DISTRICT**  
**WAIVING THE 48-MONTH CONTRACT TERM LIMIT SET FORTH IN SECTION 3.1-6(A)(4)(b)**  
**OF THE POLICIES AND PROCEDURES MANUAL AND AUTHORIZE THE GENERAL MANAGER**  
**TO EXECUTE A THIRD AMENDMENT TO THE EXISTING CONTRACT WITH**  
**PRIZM JANITORIAL SERVICES INC. EXTENDING THE CONTRACT**  
**FOR AN ADDITIONAL ONE YEAR, EFFECTIVE JULY 1, 2020**

**WHEREAS**, Section 3.1-6(A)(4)(b) of the policies and procedures manual requires that unless otherwise approved by the board, services and maintenance contracts shall be issued for a term not to exceed 48 months; and

**WHEREAS**, in response to growing concerns related to the global COVID-19 pandemic and the desire to maintain current standards of cleanliness and sanitation at district facilities in order to maintain business continuity; and

**WHEREAS**, due to the June 30, 2020 expiration date of the current contract, the district would need to immediately commence the procurement process and in light of the current limitations on work, it is unlikely a procurement process would result in a good, competitive process; and

**WHEREAS**, based on the unprecedented risks associated with the COVID-19 pandemic, routine site inspections, contractor evaluations, responsiveness to staff requests and consistent focus on customer service, staff would like to extend the Prizm Janitorial Services Inc. contract by one year and then commence a procurement process following the resolution of the current pandemic; and

**WHEREAS**, Prizm Janitorial Services Inc. has agreed to not raise fees should their contract be extended with the total value of the contract over the 60 months not to exceed \$450,000. Funds will be budgeted in Schedule 210, Facilities Division, of the fiscal year 2020-21 operating budget.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Helix Water District Board of Directors that:

**Section 1. Policy Waiver and Direction.** The board waives the requirements of policies and procedures manual Section 3.1-6(A)(4)(b) requiring services and maintenance contracts issued for a term not to exceed 48 months and approves the execution of a third amendment to the contract with Prizm Janitorial Services Inc. to extend the term by one year, effective July 1, 2020.

**Section 2. Findings.** The board finds that the waiver of the policy and the extension of the contract with Prizm Janitorial Services Inc. better serves the district in light of the current COVID-19 pandemic.

**PASSED, ADOPTED AND APPROVED** this 1st day of April 2020, by the following vote:

**AYES:** Gracyk, Verbeke, Scalzitti, Hedberg, McMillan

**NOES:** None

**ABSENT:** None



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Mark Gracyk, President

**ATTEST:**

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Sandra L. Janzen, Secretary of the Board