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Title: Award a requirements contract for custodial services at various City facilities in the amount of \$531,671 for three (3) years with an option for two (2) one-year (1) year increment extensions to Geil Enterprises dba Janitorial Inc., of Fresno.

Sponsors: Public Works Department

Indexes:

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Attachments: 1. 15-075 Report from Evaluation Committee, 2. 15-075 Evaluation Matrix, 3. 15-075 Bid Eval

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2/5/2015	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

February 5, 2015

FROM: SCOTT L. MOZIER, PE, Director
Public Works Department

THROUGH: ROBERT N. ANDERSEN, PE, Assistant Director
Public Works Department, Capital Management Division

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SUBJECT

Award a requirements contract for custodial services at various City facilities in the amount of \$531,671 for three (3) years with an option for two (2) one-year (1) year increment extensions to Geil Enterprises dba Janitorial Inc., of Fresno.

RECOMMENDATION

It is recommended that the City Council award a Requirements Contract for Custodial Services at various City facilities in the amount of \$531,671 for three (3) years with an option for two (2) one-year (1) year increment extensions to Geil Enterprises dba Janitorial Inc. of Fresno, CA and authorize the Public Works Director or designee to sign the contract on behalf of the City.

EXECUTIVE SUMMARY

The Facilities Management Division of the Public Works Department is seeking to award a requirements contract for janitorial services that will be provided at fifty-six (56) buildings occupied by Police, Public Works, Public Utilities, PARCS, DARM and Transportation/FAX Departments. An interim contract was approved by Council June 5, 2014, and a new Request for Proposal (RFP) was subsequently issued to establish a new requirements contract for this service. A committee was formed who was responsible for evaluating all the proposals that were received. Based on this evaluation, staff recommends award of a three-year contract with provisions for two one-year extensions to Janitorial Inc., in the amount of \$531,671. Funding for this service is included in the FY15 budget.

BACKGROUND

The City solicited an RFP to provide custodial services for various City facilities including the Municipal Service Center, Police facilities, Water Yard, FAX facilities, Surface Water Treatment Plant, Garage 7, Construction Management, various Parks Community Centers, and Fresno MET. Evaluation of custodial firms' proposals were based on ability; conformance to requirements, terms and conditions of RFP; past performance and experience; qualifications of key personnel; employee training and supervision; self-monitoring (quality assurance); and type and quality of equipment proposed as well as cost.

A Notice Inviting Bids was published in the Business Journal on August 8, 2014, and posted on the City's website. RFP specifications were distributed to eleven (11) prospective proposers. Five (5) sealed proposals were received and opened in a public bid opening on September 23, 2014. A mandatory custodial service site tour was held on August 20-21, 2014, for all proposers. A final interview for the qualifying proposers was held on December 17, 2014, at City Hall with the Evaluation Committee, which consisted of representatives from Public Works Police, Public Utilities, Budget/Finance, City Attorney's Office, and Finance. The Evaluation Committee responsible for assessing the proposals and making a final recommendation (see attached).

Based on this review it is the Committee's recommendation that Council award the contract to Janitorial Inc. in the amount of \$531,671 as their proposal meets all the RFP requirements and offers the best value to the City. This recommendation is based on the size of the company, past performance, and ability to meet the requirements of the contract. Janitorial Inc.'s proposal prices reflect a decrease of approximately 9% over the current provider.

ENVIRONMENTAL FINDINGS

In accordance with California Environmental Quality Act (CEQA) Guidelines, Section 15378, this custodial services contract does not qualify as a "project" as deemed by CEQA.

LOCAL PREFERENCE

Janitorial, Inc., is a local business as defined by the Fresno Municipal Code.

FISCAL IMPACT

Appropriations are currently in the FY15 Budget for this contract, and are funded through Facilities Management ISF charges. The costs associated with the ISF charges are allocated to all

departments who receive the services. In regards to the ISF charges, the appropriations to the General Fund total \$301,913 while appropriations to all other funding sources total \$229,758. Awarding of this contract will result in a 9% reduction over current costs.

Attachments:

- Report from Evaluation Committee
- Evaluation Matrix
- Bid Evaluation