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Title: Award a Requirements Contract for Custodial Services at Fresno Police Facilities in the amount of \$1,440,204 and for a period of three years to Janitorial, Inc., Bid File No. 9519

Sponsors: Police Department

Indexes:

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Attachments: 1. FY 20 Sample Contract for FPD RFP 9519 for Janitorial.pdf, 2. FY20 BF 9519 Committee Report.pdf, 3. 9519SignedBidEval.pdf

Date	Ver.	Action By	Action	Result
12/12/2019	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

December 12, 2019

FROM: ANDREW HALL, Chief of Police
Police Department

BY: RENE WATAHIRA, Administrative Manager
Administrative Services Division

SUBJECT

Award a Requirements Contract for Custodial Services at Fresno Police Facilities in the amount of \$1,440,204 and for a period of three years to Janitorial, Inc., Bid File No. 9519

RECOMMENDATION

Staff recommends that City Council awards a Requirements Contract for Custodial Services at Fresno Police Facilities in the amount of \$1,440,204 for a period of three years to Janitorial, Inc., of Fresno, CA, and authorize the Police Chief to sign the contract on behalf of the City. The contract also provides for two one-year extensions.

EXECUTIVE SUMMARY

The Police Department is seeking to award a requirements contract for custodial services at its 15 locations totaling approximately 140,800 interior square feet. A committee was formed to evaluate all proposals. Based on this evaluation, staff recommends award of a three year contract including an option of two one-year extensions to Janitorial, Inc., for the total amount of \$1,440,204. FY20 funding

for this contract is available within the adopted FY20 Budget.

BACKGROUND

On January 31, 2019, Council awarded a requirements contract for custodial services at Fresno Police Facilities for three years with an option for two one-year year increment extensions to Lincoln Training Center of Fresno (Lincoln). The contract, however, is being terminated effective February 9, 2020, due to substandard performance. Lincoln was notified of the termination by certified letter on November 15, 2019, and has been provided more than the required 60-day notice.

A Notice Inviting Proposals was published in the Business Journal on September 20, 2019, and posted on the City of Fresno Purchasing website utilizing PlanetBids, Inc. RFP specifications were distributed to 12 prospective proposers. Five sealed proposals were received and opened in a public bid opening on October 15, 2019. A Custodial Service Site Tour was held on October 3, 2019, for all proposers.

A Selection Committee (Committee) was created, comprised of representatives from the Police, Public Works and Information Services Departments, who met to discuss and review the proposals of all five candidates on November 4, 2019. The committee members evaluated the proposers on (a) their ability to meet the stated service requirements, (b) the cost as shown on the proposal form, (c) past performance with the City, (d) references, (e) conformance to the terms and conditions of the RFP, (f) financial stability, (g) exceptions to the RFP, and (h) other related information provided by proposers. The Committee's evaluation report is attached.

Staff recommends Council award a requirements contract for custodial services in the amount of \$1,440,204 for three years and includes an option for two one-year extensions to Janitorial, Inc. of Fresno, CA, and authorize the Police Chief to sign the contract on behalf of the City. The proposals received expire within 120 days of bid opening, which is February 12, 2020. Janitorial, Inc., will begin providing service February 10, 2020.

The annual cost of this contract is \$155,012.28 per year above the contract amount for Lincoln; however, there are sufficient appropriations in the Police Department's FY 20 budget.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378 this item does not qualify as a "project" as defined by CEQA.

LOCAL PREFERENCE

Local preference was implemented; Janitorial, Inc., is a local business.

FISCAL IMPACT

The total cost of this contract including the two one-year extensions, is \$2,400,341. The annual cost of the contract with Janitorial, Inc., is \$155,012.28 higher than the contract amount for current provider; however, for FY20 there are sufficient appropriations in the Police Department's budget to cover the increased cost.

Attachments:

Report from the Evaluation Committee

Bid Evaluation

Sample Contract