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Title: Award a requirements contract for custodial services at Fresno City Hall in the amount of \$323,736 for three years with an option for two one-year increment extensions to Lincoln Training Center of Fresno, CA (Council District 3) Bid File No. 9289

Sponsors: Public Works Department

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Attachments: 1. 15-074 Report from Evaluation Committee, 2. 15-074 Evaluation Matrix, 3. 15-074 Bid Eval, 4. 15-074 Lincoln Training Center Brochure

Date	Ver.	Action By	Action	Result
2/26/2015	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

February 26, 2015

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

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

BY: MARK M. JOHNSON, Facilities Manager
Public Works Department, Facilities Management Division

SUBJECT

Award a requirements contract for custodial services at Fresno City Hall in the amount of \$323,736 for three years with an option for two one-year increment extensions to Lincoln Training Center of Fresno, CA (Council District 3) Bid File No. 9289

RECOMMENDATION

It is recommended that the City Council award a Requirements Contract for Custodial Services at Fresno City Hall in the amount of \$323,736 for three years with an option for two one-year increment extensions to Lincoln Training Center (“LTC”) 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 at Fresno City Hall. An interim contract was approved by Council on 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 proposals that were received. Based on this evaluation, staff recommends award of a three-year contract with provisions for two one-year extensions to LTC in the amount of \$323,736. Funding for this service is included in the FY15 budget.

BACKGROUND

The City solicited an RFP to provide custodial services for Fresno City Hall. 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 ten (10) prospective proposers. Five (5) sealed proposals were received and opened in a public bid opening on September 16, 2014. A mandatory custodial service site tour was held on August 18, 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 of Public Works, Police, Public Utilities, Budget/Finance, City Attorney’s and Finance. The Evaluation Committee was 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 LTC in the amount of \$323,736. 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. LTC proposal prices reflect an approximate 4% increase 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

LTC 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 within Fresno City Hall. In regards to the ISF charges, the appropriations to the General Fund total \$235,982 while appropriations to all other funding sources total \$87,754. Awarding of this contract will result in a 4% increase over the current costs.

Attachments:

- Report from Evaluation Committee
- Evaluation Matrix
- Bid Evaluation
- Lincoln Training Center Brochure