



Legislation Details (With Text)

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Title: Award a service contract to ScrubCan, Inc., Cleaning Solutions of Fresno, California, for Custodial Services at various Department of Transportation facilities, for three years with two optional one-year extensions, in the amount of \$224,630 per year, and authorize the Director of Transportation, or designee, to sign the contract on behalf of the City (Bid File 9520)

Sponsors: Department of Transportation

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Attachments: 1. Report from Eval Cmte 9520.pdf, 2. Bid Eval 9520.pdf

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| 8/27/2020 | 1 | City Council | approved | Pass |

REPORT TO THE CITY COUNCIL

August 27, 2020

FROM: GREGORY A. BARFIELD, Director
Department of Transportation

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SUBJECT

Award a service contract to ScrubCan, Inc., Cleaning Solutions of Fresno, California, for Custodial Services at various Department of Transportation facilities, for three years with two optional one-year extensions, in the amount of \$224,630 per year, and authorize the Director of Transportation, or designee, to sign the contract on behalf of the City (Bid File 9520)

RECOMMENDATION

Staff recommends Council approve the award of a service contract to Scrubcan, Inc., Cleaning Solutions of Fresno, California, for the custodial services at various Department of Transportation (DOT) facilities, for three years with two optional one-year extensions, in the amount of \$224,630 per year, and authorize the Director of Transportation, or designee, to sign the contract on behalf of the

City.

EXECUTIVE SUMMARY

DOT seeks approval to award a service contract for custodial staffing and supplies for seven buildings, totaling approximately 24,207 interior square feet at the various Administration, FAX, and Fleet Maintenance buildings. Custodial services are required Monday through Sunday for day and evening shifts; holiday services are limited. A diverse committee was formed to evaluate all proposals. Based on the evaluation and subsequent interviews, staff recommends award of a three-year contract with two optional one-year extensions. This service is being procured through a competitive, FTA-compliant bidding process.

BACKGROUND

On February 5, 2015, Council awarded a requirements contract for custodial services at various City facilities, including the DOT, for three years, with an option for two, one-year year increment extensions to Geil Enterprises, dba Janitorial Inc., of Fresno. The City elected to re-bid the contract after three years, rather than extend it. The DOT chose to solicit Requests for Proposals for custodial services distinct from other departments to address its unique needs, including 24/7 operations at various shops and facilities. The addition of COVID-19 cleaning protocols has further emphasized the need for consistent, on-call services in DOT. These cleaning protocols are enacted when events occur, to include disinfecting/fogging of office spaces or bus and fleet vehicles when symptomatic employees arise. DOT is currently operating janitorial services on a month-to-month basis.

Janitorial services are needed for DOT facilities consisting of the Administration, FAX Operations, FAX Maintenance, Municipal Fleet Management, Fire and Public Safety Administration, and Maintenance shop buildings. Also included in the scope are the Manchester Transit Center breezeway and public restrooms, and the Fresno Water Tower, for which DOT is responsible.

In preparation for the RFP, DOT Maintenance staff researched past practices and collected primary data through monitoring current efforts to understand specific requirements. Key personnel were also interviewed to further detail specific area needs. Staff reviewed past contractor performance and benchmarking service levels based upon data collection to create department-specific technical specifications. A Notice Inviting Proposals was published in the Business Journal on February 5, 2020, and posted on the City website. RFP specifications were distributed to 14 prospective proposers. An optional Pre-Bid Conference and Custodial Services Site Tour was held on February 24, 2020, for all proposers. Four (4) sealed proposals were received and opened in a public bid opening on March 3, 2020.

The RFP process allows for an evaluation of proposals based on a number of factors or criteria, with the intent to select a vendor based on best value, as opposed to simply the lowest cost responsive and responsible bidder. A Selection Committee (Committee) was created, comprised of representatives from the Administration, FAX Maintenance, and Municipal Fleet Operations, and met to discuss and review the proposals of all four (4) candidates on April 6, 2020. The committee members evaluated the proposers on the ability to meet the stated service requirements, cost as shown on the proposal form, past performance and experience with the City or other similar entities, conformance to the terms and conditions of the RFP, financial stability, exceptions to the RFP, and other related information provided by proposers. The competitive range determined the top two proposers. Interviews were held via web-conference on July 2, 2020. The Committee's evaluation

report is attached. Upon reviewing the cost, references and financial capabilities, ScrubCan, Inc., Cleaning Solutions' proposal was determined to offer the best value for the City based upon the selection criteria included in the RFP. The Scope of Service is listed below:

Total Custodial Services, All Locations

Monthly Charge \$16,704

Annual Charge \$200,448

Chemical and Cleaning Supplies

Monthly Charge \$600

Annual Charge \$7,200

Restroom/Break Room Supplies

Monthly Charge \$1,400

Annual Charge \$16,800

The proposals received expire within 120 days of bid opening, which is now extended to September 6, 2020.

The City Attorney has approved the contract as to form.

ENVIRONMENTAL FINDING

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

LOCAL PREFERENCE

Local preference is not applicable to this award, due to FTA funds being utilized for these services. FTA recipients are prohibited from solicitations that contain features to unduly restrict competition. ScrubCan Inc., Cleaning Solutions of Fresno, California, is a certified Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE).

FISCAL IMPACT

There is no impact to the General Fund. Sufficient funding for janitorial services is available in the DOT budget. DOT will continue to utilize a combination of federal funds and local transportation funds for the FAX Administration, Operations, and Maintenance portions of the contract. Municipal Fleet and Public Safety Fleet will utilize their approved Internal Service Fund (ISF) charges and pay the appropriate percentage based on their square footage.

Attachments:

Report from the Evaluation Committee

Bid Evaluation 9520