



Legislation Details (With Text)

File #: 15-0504 **Version:** 1 **Name:** Janitorial Services
Type: Agenda Item **Status:** Approved
File created: 8/13/2015 **In control:** City Council
On agenda: 8/25/2015 **Final action:** 8/25/2015
Title: Consider and take action to award RFP #15-023 to American Janitorial Services, Ltd for City-wide Janitorial Services in the amount of \$244,752 (Director of Finance)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Data Sheet, 2. RFP #15-023, 3. Contract, 4. Evaluation Scoring, 5. Facility Locations

Date	Ver.	Action By	Action	Result
8/25/2015	1	City Council	Approved	Pass

Consider and take action to award RFP #15-023 to American Janitorial Services, Ltd for City-wide Janitorial Services in the amount of \$244,752 (Director of Finance)

On May 19, 2015 sealed proposals for the annual contract for Janitorial Services were received from 8 vendors. Staff reviewed proposals and evaluated them using the following criteria:

- Responsiveness to the RFP (15%)
- Cost (40%)
- References (30%)
- Qualifications of key personnel and experience (15%)

Based on this scoring criterion, American Janitorial Services, Ltd was rated the overall best value with an annual cost of \$244,752. This is an annual budgeted cost increase of \$40,080 from the previous year, or 20%. The term of this award is one (1) year from October 1, 2015 to September 30, 2016. This contract may be renewed under the same terms and conditions for two (2) additional one (1) year periods, upon mutual agreement of both parties.

In 2013, a 2 year contract was awarded to Members Building Maintenance for City-wide Janitorial Services, at a 24% cost reduction from the prior contract. This was accomplished through reduced service levels and contract scope. Several problems occurred with the transition, with staff receiving numerous complaints for the first 3-4 months. In July, 2014, City Administration met with the vice president of MBM to discuss the concerns. After that meeting, MBM sent a schedule matrix to show the number of hours they were cleaning at each building. This matrix was used to determine the exact number of hours needed at each building and to determine the “real cost” to clean city buildings effectively. Adjustments were made to service schedules in an attempt to resolve the problems. Services did not improve, and it was clear to the City that the amount contracted for with MBM was not enough to staff the buildings and clean them effectively. In October, 2014, the Public Safety Building opened, adding \$62,000 to the existing cleaning contract, for a total annual contract cost of \$204,672. In addition to the Public Safety Building, additional hours and cleaning frequencies have been added to other buildings with high usage, some costs are offset by the closing of the Newport building and the Eastside Water Tower, and removing the Civic Center from the contract cleaning schedule, as that building is serviced in house.

In preparation for the FY16 budget, the City reviewed the previous bids for City-wide Janitorial Services and the Public Safety Building and determined that all other vendors came in roughly 20% higher than MBM. Therefore, the City

adjusted the FY16 budget an additional 20% in anticipation of higher bids from other vendors. The amount of \$244,752 is consistent with the budget allocated for City-wide Janitorial Services for FY16.

Attachment:

1. Data Sheet
2. RFP #15-023
3. Contract
4. Evaluation Scoring
5. Facility Locations

CONTRACT ORIGINATION: City Attorney

FUNDING

{ } NOT APPLICABLE

{x} Funds are available from account

# 020-3121-693.5320	Utility Operations-Water	\$	5,508
# 020-3221-694.5320	Utility Operations-Wastewater	\$	7,836
# 020-3321-695.5320	Utility Operations-Line Repair	\$	8,688
# 010-4804-632.5320	Civic Center Operations	\$	185,292
# 307-4508-677.5320	Parks Recreation	\$	37,428

{ } Requires Budget Amendment to transfer from Account # _____ to Account # _____