



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: NOVEMBER 19, 2019

DEPARTMENT: PUBLIC WORKS

FROM: DAVID JACOBS, DIRECTOR

THRU: HILDA GARCIA, PW ADMIN SUPERVISOR

TITLE: JANITORIAL MAINTENANCE SERVICE AGREEMENTS

RECOMMENDED MOTION:

A motion to approve a resolution (1) awarding two janitorial service agreements for City facilities; and (2) approving an appropriation of \$87,828 from ten separate divisions' operations budgets to cover the services through the end of the fiscal year.

RECOMMENDATION:

It is recommended that the City Council approve a resolution awarding janitorial service agreements to Estrada Janitorial Service for the sum of \$11,700 per year, and Karla's Janitorial & Suppliers LLC for the sum of \$410,988 per year; and approving the General Fund appropriations to cover the services through the end of fiscal year 19/20.

EXECUTIVE SUMMARY:

On July 31, 2019, a Request for Proposals ("RFP") for City Wide Janitorial Services was published via PlanetBids, an online bidding tool. Seven vendors submitted proposals for evaluation. An evaluation committee was formed to review the proposals for city-wide facilities. Facilities requiring janitorial services are comprised of a mix of libraries, recreation centers, office/public buildings and park facilities. In evaluating the facilities, Staff has determined that for administrative purposes, the janitorial services agreement will be split in two: one contractor for the Sherwood Community Center and one for the remaining facilities. Based on cost proposals received, budget transfers and general fund appropriations will be required.

BACKGROUND:

On July 31, 2019 a Request for Proposals ("RFP") for City Wide Janitorial Services was published via PlanetBids, an online bidding tool. A total of 54 vendors were notified, subsequently 15 registered as prospective bidders. A pre-proposal conference, attended by eight prospective bidders, was held on August 8th. Proposals were due on August 23rd, at which time seven vendors submitted proposals for evaluation.

An evaluation committee, comprised of six, cross-departmental City staff members, was formed. The committee conducted a thorough evaluation of the proposals, based on the criteria set forth in the RFP. Proposals' prices were then evaluated using the Ratio Method and a final score assigned to each respondent per facility group. With the Ratio Method, the proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest. This method is one of three methods suggested by the State Procurement Bureau for scoring the cost portion of an RFP response. For a summary of evaluations, refer to Exhibit A.

The City facilities requiring janitorial services consist of a mix of libraries, recreation centers, office/public buildings and park facilities. These include:

GROUP/CATEGORY	FACILITY	LOCATION
<i>Libraries</i>	Cesar Chavez Library	665 Williams Road, 93905
	John Steinbeck Library	350 Lincoln Avenue, 93901
	Library Connection at Northridge	796 Northridge Drive, 93906
<i>Rec Centers</i>	Bread Box Recreation Center	745 S. Sanborn Road, 93905
	Central Park Recreation Center	420 Central Avenue, 93901
	El Dorado Recreation Center	1655 El Dorado Drive, 93906
	Hebbron Heights Recreation Center	683 Fremont Street, 93905
	Salinas Recreation Center	320 Lincoln Avenue, 93901
	Fire House Recreation Center	1330 E. Alisal Street, 93905
<i>Offices / Public Buildings</i>	Maintenance Yard	426 Work Street, 93901
	Train Station	11 Station Place, 93901
	City Hall and Rotunda	200 Lincoln Avenue, 93901
	Permit Center	65 West Alisal Street, 93901
	City Park Restrooms	Various Locations
<i>Other Facilities</i>	Sherwood Hall	940 N Main Street, 93906
	Salinas Municipal Airport	30 Mortenson Avenue, Building 240 (240 Mortensen Avenue) and the Southside Restrooms (1545 & 1595 Moffett Street), 93905

In evaluating the facilities, Staff determined that for administrative purposes, the janitorial services agreement will be split. Originally, three vendors were selected to service facilities; One for the Airport, one for Sherwood Hall and one for the remainder of the facilities. The highest scoring firm for the Airport declined the offer. The next highest scoring firm for the Airport was already in negotiations for other facilities and was more than agreeable to adding the Airport facility to its contract.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This item relates to the City Council's Strategic Plan to have a Well Planned City and Excellent Infrastructure. It's the City's goal to safely and efficiently manage the infrastructure with which we have been entrusted.

DEPARTMENTAL COORDINATION:

The Maintenance Services and Administration divisions within Public Works Department worked hand in hand in the formulation of the RFP and throughout the procurement process. Library, Rec Park and Airport Staff made up the evaluation committee and worked closely during the RFP submittal review process. Legal staff will review the contract agreement as to form and legality, while Finance will assist Public Works in the issuance of a purchase order and monitoring of progress payments.

FISCAL AND SUSTAINABILITY IMPACT:

The contract with Estrada Janitorial Service is for \$11,700 per year. The other with Karla's Janitorial & Suppliers Services is for \$410,988 per year. Both will be funded through the departments' operation budgets or the respective cost centers.

The current city-wide janitorial service contract has been costing \$9,790 per month not including emergency call backs or additional work. Costs related to emergency call backs and additional work are approximately \$6,337 per month and are paid on an as-needed basis. The contract for last years' services was totaled \$193,500.

The current janitorial service contract was initially bid out over seven years ago. A combination of inflation and the expansion of facilities over the years are the main contributing factors to the increase in contract cost. According to the Bureau of Labor Statistics' consumer price index, today's prices are 11.83% higher than the average prices throughout 2012. Also, some facilities (Cesar Chavez Library and the Train Station) have expanded throughout the years, thus increasing the need for additional routine maintenance.

Available budget and proposed costs are outlined in the table below.

FACILITY	GENERAL LEDGER BUDGET	PROPOSED ANNUAL COST	AVAILABLE BUDGET (THRU JUNE 2020)	PROPOSED COST (Dec THRU JUNE 2020)	SHORTFALL
Cesar Chavez Library	1100.60.6012-63.4500	\$46,200	\$14,433	\$26,950	(\$12,517)
John Steinbeck Library	1100.60.6011-63.4500	\$46,680	\$24,090	\$27,230	(\$3,140)
Library Connection at Northridge	1100.60.6013-63.4500	\$4,620	\$3,500	\$2,695	-0-
Bread Box Recreation Center	1000.55.6244-63.4500	\$11,940	-0-	\$6,965	(\$6,965)
Central Park Recreation Center	1000.55.6235-63.4500	\$6,552	-0-	\$3,822	(\$3,822)

El Dorado Recreation Center	1000.55.6234-63.4500	\$8,160	-0-	\$4,760	(\$4,760)
Hebbron Heights Rec Center	1000.55.6241-63.4500	\$15,912	-0-	\$9,282	(\$9,282)
Salinas Recreation Center	1000.55.6239-63.4500	\$19,980	-0-	\$11,655	(\$11,655)
Fire House Recreation Center	1000.55.6240-63.4500	\$20,232	\$4,500	\$11,802	(\$7,302)
Train Station	1000.80.8010-63.5400	\$20,340	\$12,000	\$11,865	-0-
Maintenance Yard	1000.50.5232-63.4500	\$12,048	\$82,910	\$7,028	-0-
City Hall and Rotunda	1000.50.5232-63.4500	\$62,880		\$36,680	
Permit Center	1000.50.5232-63.4500*	\$40,560		\$23,660	
Salinas Municipal Airport	6100.50.5340-63.4900	\$24,324	\$38,500	\$14,189	-0-
Sherwood Hall	1000.55.6243-63.4500	\$11,700	-0-	\$6,825	(\$6,825)
Park Restrooms (nightly gate locking only)	1000.50.5238-63.4500	\$3,360	\$9,600	\$1,960	(\$31,560)
Park Restrooms (daily restroom cleaning)	1000.50.5238-63.4500	\$67,200		\$39,200	
				TOTAL	\$97,828

*Portion of Permit Center will be paid from Permit Center Enterprise Fund 6500 (Approximately 37.5%)

Currently, different temp City staff have been taking on the duty of nightly gate locking and servicing the permit center. In order to fund the service contract, the following transfer will be required:

FROM	TO	AMOUNT
1000.50.5238 (Salaries)	1000.50.5238-63.4500 (Outside Services)	\$10,000

And the following appropriations will be required to fund services at different facilities thru the end of fiscal year 2019/2020:

GENERAL LEDGER ACCOUNT		ADDITIONAL APPROPRIATION FROM GENERAL FUND
50.5238	Facilities Maintenance	\$21,560
55.6234	El Dorado	\$4,760
55.6235	Central Park	\$3,822
55.6239	Recreation Center	\$11,655
55.6240	Firehouse Recreation Center	\$7,302
55.6241	Hebbron Heights Rec Center	\$9,282
55.6243	Community Center	\$6,825
55.6244	Breadbox Center	\$6,965
60.6011	Steinbeck Library	\$3,140
60.6012	Cesar Chavez Library	\$12,517
	Total	\$87,828

ATTACHMENTS:

Resolution
Exhibit A – Evaluation / Cost Summary
Draft Agreements for Services