



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: AUGUST 8, 2023

DEPARTMENT: PUBLIC WORKS, AIRPORT DIVISION

FROM: DAVID JACOBS, PUBLIC WORKS DIRECTOR

BY: BRETT J. GODOWN, AIRPORT MANAGER

TITLE: JANITORIAL SERVICE AGREEMENT FOR THE SALINAS MUNICIPAL AIRPORT

RECOMMENDED MOTION:

A motion to approve a resolution awarding a janitorial service agreement for the Salinas Municipal Airport to Karla's Janitorial and Suppliers, LLC for the sum of \$36,600.00 per year.

RECOMMENDATION:

It is recommended City Council approve a resolution approving the Janitorial Service at the Salinas Municipal Airport.

EXECUTIVE SUMMARY:

On March 28, 2023, a Request for Proposal ("RFP") for Salinas Municipal Airport Janitorial Services was published via PlanetBids, an online bidding tool. Seven vendors submitted proposals for evaluation. One proposal was not accepted due to being submitted past the deadline. An evaluation committee was formed to review the proposals submitted for the Salinas Municipal Airport facilities. Based on the proposal evaluation process, Karla's Janitorial and Suppliers, LLC was selected as the janitorial service provider for the airport facilities listed in the RFP.

BACKGROUND:

On June 21, 2022, the City's Facilities Division issued a Request for Proposals ("RFP") for City Wide Janitorial Services. On July 22, 2023, nine vendors submitted proposals for evaluation. The RFP was for janitorial services at facilities: a mix of libraries, recreation centers, office/public buildings, and park facilities. The Airport reviewed and evaluated the proposals submitted for the city-wide janitorial service; however, the Airport Division rejected the proposals because of fiscal concerns (\$52,500/year). The vendor chosen for the city-wide janitorial services, Estrada Janitorial Services (Estrada), quoted Airport facility services at \$52,500 per year. Estrada's quoted annual prices for the airport facilities increased the Airport's annual janitorial costs by approximately 40%. On September 22, 2022, the City Council awarded the city-wide janitorial service contract to Estrada Janitorial Service. The following point is necessary based on the Airport rejecting

Estrada's services while the remaining Departments/Divisions accepted Estrada's services – Estrada was the lowest overall responsive bidder for the entire contract/proposal. Several City departments and divisions either experienced reduced costs, exact costs, or marginal annual increases to their annual janitorial costs. As a result, the Airport determined that it was in the best interest of the public to proceed with an alternative solution for its janitorial needs.

Karla's Janitorial and Suppliers LLC was the existing contractor during the RFP process. With the airport rejecting the city-wide janitorial RFP proposals, the airport solicited a short-term proposal from Karla's to maintain the continuity of services. On December 20, 2022, a six-month contract with Karla's Janitorial and Suppliers, LLC was entered for \$18,900.00. The six-month contract was entered to bridge the gap in janitorial services as the Airport Division prepared to publish a separate RFP for janitorial services.

On March 28, 2023, a Request for Proposal ("RFP") for Salinas Municipal Airport Janitorial Services was published via PlanetBids (an online bidding tool). A total of 50 vendors were notified; subsequently, 26 registered as prospective bidders. A non-mandatory pre-proposal meeting was held on April 5, 2023. Proposals were due on April 23, 2023. A total of seven proposals were received. One proposal was rejected due to it arriving after the submittal deadline. Six proposals were deemed responsive and on time.

An evaluation committee, comprised of three cross-departmental City staff members, was formed to review the proposals. The committee evaluated the proposals based on the criteria set forth in the RFP. Proposal prices were evaluated using a points method, and a final score was assigned to each respondent. With the Points Method, the proposal with the lowest cost does not necessarily receive the maximum points allowed but rather is based on all four categories scored. Local vendors were allotted a 10%-point increase as identified in the RFP. In evaluating the proposals, Staff determined that Karla's Janitorial and Suppliers, LLC will service all facilities as listed in the RFP.

On May 25, 2023, the janitorial service was presented to the Airport Commission meeting. The Airport Commission unanimously recommended that City Council adopt a resolution approving the Janitorial Service at the Salinas Municipal Airport.

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 Guideline Section 15378).

STRATEGIC PLAN INITIATIVE:

This item relates to the City Council's Strategic Plan for 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 Salinas Municipal Airport within the Public Works Department collaborated in formulating the RFP throughout the procurement process. Maintenance and Recreation 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 the Finance will assist the Airport division in the issuance of a purchase order and monitoring of progress payments.

FISCAL AND SUSTAINABILITY IMPACT:

The contract with Karla's Janitorial and Suppliers, LLC will be funded through the department's operation budget (6100.50.5340-63.4500 – Outside Services Maintenance – Janitorial) for \$36,600.00 annually.

ATTACHMENTS:

Resolution
Draft Agreement for Janitorial Service
Evaluation/Cost Summary