



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: SEPTEMBER 20, 2022
DEPARTMENT: PUBLIC WORKS
FROM: DAVID JACOBS, DIRECTOR
THRU: RONALD PATTERSON, FLEET MANAGER
TITLE: JANITORIAL MAINTENANCE SERVICE AGREEMENT

RECOMMENDED MOTION:

A motion to approve a resolution awarding a janitorial service agreement to Estrada Janitorial Service for the sum of \$736,980.00 and approving General Fund appropriations to cover the services through the end of fiscal year 22/23.

RECOMMENDATION:

It is recommended that the City Council approve a resolution awarding a janitorial service agreement to Estrada Janitorial Service for the sum of \$736,980.00 and approving General Fund appropriations to cover the services through the end of fiscal year 22/23.

EXECUTIVE SUMMARY:

On June 21, 2022, a Request for Proposals (“RFP”) for City Wide Janitorial Services was published via PlanetBids, an online bidding tool. Nine 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, Estrada’s Janitorial Services will service all city facilities as listed in the RFP except for the Salinas Municipal Airport locations. Based on cost proposals received, general fund appropriations will be required.

BACKGROUND:

On June 21, 2022, a Request for Proposals (“RFP”) for City Wide Janitorial Services was published via PlanetBids, an online bidding tool. A total of 45 vendors were notified, subsequently 13 registered as prospective bidders. A pre-proposal conference, attended by seven prospective bidders, was held on June 30. Proposals were due on July 22, at which time nine 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 a points method and a final score assigned to each respondent per facility group. With the Points Method, the proposal with the lowest cost does not necessarily receive the maximum points allowed but rather is based on all 4 categories scored. Any local vendor was allotted 10%-point increase as identified in the RFP. 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
<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
	Sherwood Recreation Center	940 North Main St, 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

In evaluating the facilities, Staff determined that for administrative purposes, the janitorial services agreement will be awarded to Estrada's Janitorial Service. The airport location decided that they will not be servicing that location as a part of the agreement.

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 division within Public Works Department worked hand in hand in the formulation of the RFP and throughout the procurement process. Library, Rec Park, Facilities 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’s Janitorial Service is for \$736,980.00 per year which will be funded through the departments’ operation budgets or the respective cost centers. A supplemental appropriation for \$172,043 is requested to cover the cost. A breakdown by GL is listed below.

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

FACILITY	GENERAL LEDGER BUDGET	PROPOSED ANNUAL COST	AVAILABLE BUDGET (THRU JUNE 2023)	PROPOSED COST (DEC THRU JUNE 2023)	SHORTFALL
Cesar Chavez Library	1100.60.6012-63.4500	\$83,700	\$40,750	\$48,825	(\$8,075)
John Steinbeck Library	1100.60.6011-63.4500	\$106,320	\$40,550	\$62,020	(\$21,470)
Bread Box Recreation Center	1200.55.6244-63.4500	\$19,200	\$9,525	\$11,200	(\$1,675)
Central Park Recreation Center	1200.55.6235-63.4500	\$9,000	\$4,500	\$5,250	(\$750)
El Dorado Recreation Center	1200.55.6234-63.4500	\$13,200	\$9,792	\$7,700	-0-
Salinas Recreation Center	1200.55.6239-63.4500	\$33,600	\$6,375	\$19,600	(\$13,225)
Fire House Recreation Center	1200.55.6240-63.4500	\$29,760	\$16,570	\$17,360	(\$790)
Sherwood Recreation Center	1200.55.6247-63.4500	\$10,200	\$5,875	\$5,950	(\$75)
Train Station	1000.80.8010-63.5400	\$46,800	\$17,185	\$27,300	(\$10,115)
Maintenance Yard	1000.50.5232-63.4500	\$18,000	\$33,218	\$10,500	(\$70,032)
City Hall and Rotunda	1000.50.5232-63.4500	\$105,000		\$61,250	
Permit Center	1000.50.5232-63.4500*	\$54,600		\$31,850	
Sherwood Hall	1200.55.6243-63.4500	\$28,800	\$0	\$16,800	(\$16,800)
Park Restrooms (nightly gate locking only)	1200.55.5238-63.4500	\$178,800	\$75,264	\$104,300	(\$29,036)
Park Restrooms (daily restroom cleaning)					
Total		\$736,980	\$259,604	\$429,905	(\$172,043)

*Portion of Permit Center will be paid from the Permit Services general ledger account 6900.30.3350-63.4500 (Approximately 37.5%). 37.5% of the proposed cost from December 2022 thru June 2023 is \$11,943.75. 62.5% will be paid from the Facilities Division using general ledger account 1000.50.5232-63.4500. Proposed cost from December 2022 thru June 2023 is \$19,906.25. The shortfall for general ledger account 1000.50.5232-63.4500 is \$58,088.25.

ATTACHMENTS:

Resolution

Evaluation / Cost Summary

Draft Agreement for Services