



Administrative Report

H.8., File # 25-0673

Meeting Date: 8/5/2025

To: MAYOR AND CITY COUNCIL
From: ANDREW WINJE, PUBLIC WORKS DIRECTOR

TITLE

APPROVE A THREE-YEAR AGREEMENT WITH COMMERCIAL BUILDING MANAGEMENT, INC. TO PROVIDE JANITORIAL SERVICES FOR ELEVEN CITY BUILDINGS AND TEN PARK RESTROOM FACILITIES FOR AN ANNUAL COST OF \$248,655 AND A TOTAL THREE-YEAR COST NOT TO EXCEED \$745,965

EXECUTIVE SUMMARY

Approval of the recommended action would award a three-year agreement to Commercial Building Management, Inc. (CBM) to provide janitorial services for eleven City buildings and ten park restroom facilities. Services would be provided for an annual cost not to exceed \$248,655 and a total three-year cost not to exceed \$745,965, including a 10% contingency.

BACKGROUND

As the Public Works Department does not have sufficient staffing resources to provide the necessary custodial services for all City facilities, services for certain buildings have traditionally been outsourced. Since 2019, the City has contracted with CBM to service the following eleven buildings:

Alta Vista Park Community Center	Perry Park Senior Center
Alta Vista Racquetball Courts	Perry Park Teen Center
Anderson Park Senior Center	North Branch Library
Aviation Park Clubhouse	Veterans Park Senior Center
Community Services Dept. Offices	Wilderness Park Visitor Center
Main Library	

The most recent three-year agreement with CBM recently transitioned to a month-to-month term. As such, the Financial Services Department issued Request for Proposals (RFP) #2425-008 for a new three-year agreement. As part of the proposed Agreement, the Public Works Department would like to add custodial services for restrooms at the following parks:

Alta Vista Park	Franklin Park
Anderson Park	Lilienthal Park
Aviation Park	Perry Park
Dale Page Park	Veterans Park
Dominguez Park	Wilderness Park

Park restrooms are currently serviced by Public Works personnel. However, because parks are open beyond regular business hours, the Park Services Division often must provide cleaning services using overtime staffing. This is not cost effective and depletes the Division's overtime budget, which is needed to address acute, unforeseen events, such as removing palm fronds and other fallen debris from City streets during severe weather events. Including park restroom cleaning in the janitorial contract is a more efficient and cost effective approach. Public Works spends approximately 2,275 staff hours per year servicing the park restrooms split between two maintenance workers. The total annual City personnel cost to service the restrooms is approximately \$87,500 or \$7,292 per month. The annual cost for the proposed janitorial contractor to service the park restrooms is \$47,910 or \$3,993 monthly, which is 25% of the monthly fixed fee. This equates to a 55% savings to the City while also freeing up staff time for other essential park maintenance duties.

Responses to RFP #2425-008 were as follows:

• Commercial Building Maintenance:	\$248,655
• Star Brite Building Maintenance:	\$312,283
• Base Hill, Inc.:	\$356,730
• JJ Property Maintenance Network:	\$383,315
• US Metro Group:	\$398,252
• Jonco Apex Solutions:	\$415,580
• High Tech Building Maintenance:	\$460,674
• CBJ Building Maintenance:	\$542,809
• Rusch Co.:	\$597,080
• Crisp Environments:	\$611,721
• Ultimate Maintenance Services:	\$637,065
• BlueTac Public Safety LLC:	\$737,837
• MSL, Inc.:	Non-Responsive
• Premier Property Preservation:	Non-Responsive
• Vested Solutions:	Non-Responsive
• Z&CJS, Inc.:	Non-Responsive

The companies listed as Non-Responsive either submitted incomplete proposals or failed to respond to multiple requests for additional information.

The figures shown above include annual not to exceed amounts based on monthly pricing for regular services, hourly pricing for projected special services, and a 10% contingency. The Public Works Department has reviewed the proposals and determined that the proposal provided by CBM provides the City with the best combination of service experience, qualifications, references and pricing. The company has provided the City with reliable, high-quality services for the last eight years. In addition, CBM's pricing is the lowest of the responsive bidders.

The annual cost of the proposed Agreement will not exceed \$248,655 as follows:

Regular Maintenance:	\$191,640
Special Services:	\$34,410
10% Contingency:	<u>\$22,605</u>

Total: \$248,655

The combined three-year contract cost will not exceed \$745,965, including a 10% contingency.

COORDINATION

The RFP process was coordinated with the Financial Services Department. The City Attorney's Office prepared the recommended agreement.

FISCAL IMPACT

Funding for the Agreement is available in the Public Works Department's Building Occupancy Fund and General Fund operating budgets.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Commercial Building Management, Inc.
- Insurance - Commercial Building Management, Inc.