



Administrative Report

H.17., File # 22-4249

Meeting Date: 6/7/2022

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, PUBLIC WORKS DIRECTOR

TITLE

APPROVE A THREE-YEAR AGREEMENT WITH COMMERCIAL BUILDING MANAGEMENT TO PROVIDE JANITORIAL SERVICES AT TEN CITY COMMUNITY CENTER, RECREATION AND LIBRARY FACILITIES FOR AN ANNUAL COST OF \$172,986 AND A TOTAL AMOUNT NOT TO EXCEED \$518,958, FOR THE TERM JULY 1, 2022 TO JUNE 30, 2025

EXECUTIVE SUMMARY

Award of this RFP would approve a three-year agreement with Commercial Building Management to provide janitorial services for the Alta Vista Park Community Center, Alta Vista Racquetball Courts, Anderson Park Senior Center, Main Library, North Branch Library, Perry Park Senior Center, Perry Park Teen Center, Recreation and Community Services Department Office Building, Veterans Park Senior Center and Wilderness Park Visitor Center. Services would be provided for a total three-year cost not to exceed \$518,958.

BACKGROUND

The City's five-year agreement with Commercial Building Management to provide janitorial services for the following ten City facilities expired on May 31, 2022:

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

On April 18, 2022, the Financial Services Department solicited proposals for a new three-year agreement. Responses to RFP Number 2122-016 were as follows:

| | |
|---------------------------------|-----------|
| Ultimate Maintenance Services | \$974,820 |
| Star Brite Building Maintenance | \$760,818 |
| Commercial Building Maintenance | \$518,958 |

The figures shown above are not to exceed amounts for the three-year term of the agreement, based on monthly pricing for regular services, hourly pricing for special services, projected volumes of special services that will be required, and a 10% contingency.

The Public Works Department has reviewed the proposals and determined that the one submitted by Commercial Building Maintenance presents the best combination of experience, qualifications, references and pricing for the desired services. The company has provided the City with reliable, high quality janitorial services for the last five years. In addition, their proposed pricing is significantly lower than the other two proposers.

The annual cost of the agreement will be as follows:

| | |
|---------------------|-----------------|
| Regular Maintenance | \$139,740 |
| Special Services | \$17,520 |
| 10% Contingency | <u>\$15,726</u> |
| Total | \$172,986 |

The combined three-year cost of \$518,958 is approximately 8.9% higher than the City's current agreement. This is primarily attributable to increases in minimum wage and the cost of materials.

COORDINATION

The RFP process was coordinated with the Financial Services Department. The City Attorney's Office prepared and approved the agreement as to form.

FISCAL IMPACT

The annual cost for a three-year agreement for janitorial services at 10 City facilities will not exceed \$172,986, including a 10% contingency. Funding is available for the agreement in the Public Works Department's Building Occupancy Fund annual operating budget. The total three-year cost will not exceed \$518,958.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENT

Agreement