

REPORT TO THE CITY COUNCIL AND SUCCESSOR AGENCY



DATE: June 19, 2018

TITLE: City-Wide Janitorial Services Contract

Prepared by: Daniel Porras, Community Development Director

RECOMMENDATION

Award the City-wide Janitorial Services Contract to Santa Fe Building Maintenance as the most qualified bidder and authorize the City Manager to execute an agreement between Santa Fe Building Maintenance and the City of Desert Hot Springs in an amount not to exceed \$105,367.24, plus a contingency amount of \$10,536.72 annually, for City Wide Janitorial Services.

DISCUSSION

On May 21, 2018, City Staff issued a Request for Bid Proposal for City-Wide Janitorial Services. The Notice Inviting Bids was posted in the City's website, in the local newspaper, and with Planit Reprographics, a local valley clearing house for public bid solicitations. Proposals from three bidders were received on June 11, 2018. The Scope of Work includes all janitorial services for the various City buildings and the corresponding frequencies as shown in Exhibit 1.

Staff received three proposals from qualified bidders and scored each proposal based on the following scoring criteria:

Contractor Qualifications/Experience

1. Contractor's experience and qualifications (10 POINTS)
 - a. Submit company resume of the company's experience with municipal Janitorial Services, provide a brief description of each and explain the service performed.
2. Performance of previous contracts (10 POINTS)
 - a. Provide a list of client references including the name, address and telephone number of client references that may be contacted.
3. Thoroughness/Completeness of the proposal package (10 POINTS)

All scores were tabulated and the highest scoring proposal was selected as the most qualified bidder. After the most qualified bidder was selected Staff reviewed and compared the total cost of services and the final results were as follows:

| Bidder/Proposal | Evaluator 1 | Evaluator 2 | Evaluator 3 | Evaluator 4 | Total Average Score |
|--------------------------------|-------------|-------------|-------------|-------------|---------------------|
| Santa Fe Building Maintenance | 27 | 24 | 26 | 25 | 25.5 |
| Merchants Building Maintenance | 23 | 26 | 17 | 19 | 21.25 |
| R&R Janitorial Services | 16 | 13 | 21 | 20 | 17.50 |

| Ranking | Bidder | Address | Total Average Score | Monthly Bid Amount | Floor Strip and Wax | Annual Bid Amount |
|----------------|--------------------------------|----------------------------------|----------------------------|---------------------------|----------------------------|--------------------------|
| 1 | Santa Fe Building Maintenance | 15644 Chino Hills, CA 91709 | 25.50 | \$ 8,447.27 | \$ 4,000.00 | \$ 105,367.24 |
| 2 | Merchants Building Maintenance | 1995 W. Holt Ave Pomona CA 91768 | 21.25 | \$ 6,474.39 | \$ 3,340.00 | \$ 81,032.68 |
| 3 | R&R Janitorial Services | 82491 Garden Ave Indio CA 92201 | 17.50 | \$ 3,710.00 | \$ - | \$ 284,520.00 |

After Staff's review, the most qualified bidder was determined to be Santa Fe Building Maintenance. Staff verified the references submitted by Santa Fe Building Maintenance and all references that responded had positive comments.

Staff is recommending that the City Council award the City-wide Janitorial Services Contract to the most qualified bidder, Santa Fe Building Maintenance, and authorize the City Manager to execute an agreement between Santa Fe Building Maintenance and the City of Desert Hot Springs in an amount not to exceed \$105,367.24, plus a contingency of \$10,536.72 annually, for City-wide Janitorial Services.

The term of the contract shall commence upon execution by the City Council and continue for a term of three (3) years. The City reserves the option to extend the contract(s) administratively under the same terms and conditions for a maximum of two (2) additional one-year terms at current price levels.

FISCAL IMPACT

There are sufficient funds in the proposed Fiscal Year 2018-2019 Budget to fund this contract for janitorial services. The Carl May Center, City Hall Modulares, Lozano Community Center, Senior Center quarterly floor strip and wax will be expended from the Public Buildings account 001-4142-4320; Police Department from Public Safety Fund account 245-4223-4320; and Guy Tedesco Park, Mission Springs Park and Wardman Park Restrooms will be expended to the Citywide Lighting and Landscape District No. 1 501-4345-4320. Additionally, Animal control will be expended from account 245-4226-4320; Health and Wellness Foundation will be expended from account 211-4453-4320, and the Cabot's Museum will be expended from account 270-4451-4320.

EXHIBIT(S)

- 1) Request for Proposal – Janitorial Services
- 2) Proposal - Santa Fe Building Maintenance
- 3) Proposal – Merchant Building Maintenance
- 4) Proposal – R&R Janitorial Services
- 5) DRAFT – Service Provide Agreement