

## REPORT TO THE CITY COUNCIL

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**DATE:** October 16, 2018

**TITLE:** Award Contract for City Wide Janitorial Services

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**Reviewed by:** Daniel Porras, Community Development Director

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### RECOMMENDATION

**Authorize the City Manager to execute an agreement between Pristine Environments and the City of Desert Hot Springs in an amount not to exceed of \$114,320, plus a 10% contingency of \$11,432 annually for City Wide Janitorial Services.**

### DISCUSSION

On June 19, 2018, City Council rejected the janitorial bids and directed staff to re-advertise the Request for Proposal (RFP) for 30 days to give contractors additional time to review the RFP and submit their proposals.

On July 5, 2018, City staff re-issued an RFP for Bid Proposals for City-Wide Janitorial Services. The Notice Inviting Bids was posted on the City's website, in the local newspaper and with Planit Reprographics, a local valley clearing house for public bid solicitations. City staff reached out to eight (8) contractors sending e-mail notifications with the Notice Inviting Bids.

On July 23, 2018, City staff held a pre-bid meeting where all City buildings were shown to contractors who attended.

On August 9, 2018 proposals from five (5) bidders were received. The RFP Scope of Work included all janitorial services for the various City buildings and the corresponding frequencies. Bids were disqualified due to non-compliance with bid submittal requirements.

On August 30, 2018, staff re-issued an RFP for Bid Proposals for City-Wide Janitorial Services as shown in Exhibit 1. The Notice Inviting Bids was posted on the City's website, in the local newspaper and with Planit Reprographics, a local valley clearing house for public bid solicitations. City staff reached out to ten (10) contractors sending e-mail notifications with the Notice Inviting Bids as shown in Exhibit 2.

On September 17, 2018, City staff held a pre-bid meeting where all City buildings were shown to contractors who attended, as shown in Exhibit 3.

On October 1, 2018, proposals from seven (7) bidders were received. The RFP Scope of Work included all janitorial services for the various City buildings and the corresponding frequencies, as shown in Exhibit 4.

Staff reviewed and scored each proposal based on the following scoring criteria:

1. Contractor's experience and qualifications (10 POINTS)
  - Submit company resume of the company's experience in / with municipal Janitorial Services, provide a brief description of each and explain the service performed.
2. Performance of previous contracts (10 POINTS)
  - 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 results were as follows:

Ranking	Bidder	Address	Total Score	Monthly Bid Amount	Lozano Floor Strip/Wax & Refrigerators	Annual Bid Amount
1	Pristine Environments	4217 Ponderosa Avenue Suite A San Diego, CA 92123	27.8	\$ 8,970.00	\$ 6,680.00	\$ 114,320.00
2	Dedicated Building Services	4419 Van Nuys Boulevard Suite 209 Sherman Oaks, CA 91403	26.3	\$ 10,075.00	\$ 7,200.00	\$ 128,100.00
3	Santa Fe Building Maintenance	15644 Palomino Drive Chino Hills, CA 91709	25	\$ 10,343.23	\$ 4,000.00	\$ 128,118.76
4	Dynamic Building Maintenance	4187 Flat Rock Drive Suite 300 Riverside, CA 92505	24	\$101,388.00	\$ 3,100.00	\$ 104,488.00
5	R&R Janitorial	82491 Garden Avenue Indio, CA 92201	20	\$ 16,930.00	included	\$ 203,160.00
6	LBS Janitorial	607 Orchard Avenue Coachella, CA 92236	18	\$281,962.50	\$ 5,472.00	\$ 287,434.00
7	Merchants Building Maintenance	606 Monterey Pass Road Monterey Park, CA 91754	16.7	\$104,341.44	\$ 3,340.00	\$ 107,681.44

After Staff's review, the most qualified bidder was determined to be Pristine Environments, Staff verified the references submitted by Pristine Environments 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, Pristine Environments, and authorize the City Manager to execute an agreement between Pristine Environments and the City of Desert Hot Springs in an amount not to exceed \$114,320, plus a contingency of \$11,432 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**

In addition to funding approved for Fiscal Year 2018-2019 Budget, an additional \$3,000 is required to fund this contract.

The janitorial services will be expended from the following accounts:

- Carl May Center, City Hall Modulars, Senior Center Public Buildings 001-4142-4320
- Police Department 245-4223-4320
- Fire Stations (37) and (36) 245-4231-4320
- Guy Tedesco Park, Mission Springs Park, and Wardman Park Restrooms Lighting and Landscape District No. 1
- Lozano Community Center 501-4345-4320
- Animal Control 245-4226-4320
- Health and Wellness Center 211-4453-4320
- Cabot's Museum 270-4451-4320

**EXHIBIT(S)**

- 1) Request for Proposal - Janitorial Services
- 2) Bidders List and Notice Inviting Bids
- 3) Pre-Bid Meeting Attendees
- 4) Scope of Work
- 5) Bid Proposal Summary
- 6) Pristine Environments Proposal