

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT AWARD – JANITORIAL SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance, Transportation and Public Works, and Recreation & Parks Departments that the Council, by resolution, approve a General Services Agreement for janitorial services to be provided at various City locations, for a five-year period with one (1) five-year extension option, to ADS-Myers, in the amount not to exceed \$2,305,041 which includes a contingency amount of \$100,000 for miscellaneous one time services.

EXECUTIVE SUMMARY

Janitorial services are needed throughout the City within various departments and facilities and are currently being performed under contract F00384 which expires June 30, 2017. No further contract extensions are authorized for the existing agreement.

BACKGROUND

On March 6, 2017, Request for Proposal (RFP) 17-04 City of Santa Rosa Janitorial Services was opened by the Purchasing Division.

The janitorial services contract will service various City facilities. Services include, but are not limited to vacuuming, carpet spot cleaning, blind dusting, emptying trash cans, dusting window treatments, cleaning break rooms and restrooms, monthly, quarterly, and annual floor treatments for Recreation and Parks community center facilities and assorted locations, cleaning and removal of graffiti in parking garage elevators, cleaning outside of Railroad Square building as needed, and other assorted janitorial services as defined in Exhibit A of the Agreement.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

Of the twelve prospective vendors on the City Planet Bid system that provide this type of work, nine vendors attended the mandatory pre-proposal meeting, and seven vendors responded with written offers. Three of the seven offers received were considered non-responsive to the solicitation due to insufficient or lack of documentation in response to the RFP requirements. A tabulation of the responsive vendors, in no specific order of rating, is listed below:

ADS-Myers, Inc. Gardnerville, NV
Universal Building Services Richmond, CA
ML Cleaning Petaluma, CA

The evaluation panel consisted of the City’s Deputy Director of Recreation, Recreation Supervisor, Parking Supervisor, Transit Field Supervisor, and Facilities Maintenance Coordinator.

The following is a list of evaluation criteria used in the first initial scoring process:

1. Overall responsiveness to the RFP. Proposals must be neat, complete, and fully address technical, cost, qualifications, references, and proposal questionnaire. Contractor’s understanding of the City’s stated needs and specifications, as evidenced by the proposal response. Contractor’s willingness to sign City Sample Agreement “as is”.
2. Contractor’s Quality Control Plan (QPC).
3. Contractor’s references, including number of current employees.
4. Contractor’s response to proposal questionnaire.
5. Costs: Exhibit ‘B’ (To be submitted in separate sealed envelopes marked “Cost Proposal”).

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ADS-Myers, Inc. Corporate office is located in Nevada, but manages all the Northern California contracts from their Regional office located in Walnut Creek, California.

As a result of the completed evaluation process, the evaluation panel recommends that the ADS-Myers Inc. proposal be accepted. ADS-Myers offers good qualifications and experience in janitorial services providing services to various Federal, State and City Governments. In addition, ADS-Myers is Green Building, Small Business, Woman-Owned Business, and Cleaning Industry Management Standard (CIMS) Green certified. ADS-Myers has a clear and concise understanding of scope of services and provided a comprehensive quality control program, along with the most competitive pricing for the five-year period. Therefore, the panel has determined the offer submitted by ADS-Myers is the best overall value to the City.

A contingency amount of \$100,000 is included in the proposed Agreement to cover miscellaneous additional one time cleaning services that may be required throughout the contract period.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2017-18 proposed budget within the departments that utilize the service and as a regular operating expenditure, are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A - Agreement

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CONTACT

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