

**City of Culver City, California
Agenda Item Report**

Meeting Date: 10/8/2012		Item Number: <u>C-2</u>	
CITY COUNCIL AGENDA ITEM: Amendment to the Existing Professional Services Agreement with Haynes Building Services to Continue Providing Citywide Janitorial Services.			
Contact Person/Dept.: Eric Mirzaian/PW		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Notification (E-mail) Meetings and Agendas-City Council (10/04/12) Haynes Building Services (10/1/2012)			
Department Approval: Charles D. Herbertson (09/27/12)		City Attorney Approval: Carol Schwab (by H. Baker) (10/02/12)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/04/12)		City Manager Approval: John M. Nachbar (10/04/12)	
 <u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Haynes Building Services (HBS) to continue providing citywide janitorial services for an additional three years with the option to extend the agreement for an additional two years at the discretion of the Director of Public Works/City Engineer and Director of Parks, Recreation and Community Services. <u>BACKGROUND:</u> HBS has been providing janitorial services to city facilities since 1995. The facilities include City Hall, Veterans' Memorial Building, Public Works Maintenance Yard, Senior Center, Teen Center, Transportation, Municipal Plunge locker room, Recreation Buildings, park restrooms and downtown parking structures. Janitorial needs at the Police Department, fire stations, and Transfer Station are addressed by City personnel. In addition to providing janitorial services, HBS also provides Event Service Workers at City Hall, Senior Center and Veterans' Memorial Building to assist with special events, as well as, periodic window cleaning at certain facilities. In 2007, the agreement between the City and HBS expired and a Request for Proposal (RFP) process was initiated to solicit bids from qualified janitorial services companies. After evaluating all bids received, Staff determined HBS was the most responsive and responsible bidder and presented the recommended professional services agreement to the City Council. The City Council approved a five year			

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agreement between the City and HBS, which recently expired on September 30, 2012.

DISCUSSION:

HBS has presented a proposal to the City for a new three year agreement with an optional two year extension at the discretion of the Director of Public Works/City Engineer and Director of Parks, Recreation & Community Services. In their proposal, HBS agrees to the following price adjustments and service enhancements:

- Reduce the charges for each facility in the contract to 2010 pricing; thus representing a four percent savings from the current amount.
- The two optional years will increase the contract amount by a mutually agreed upon amount not to exceed the Consumer Price Index (CPI).
- Provide full window cleaning service at the Senior Center and Transportation Building annually.
- Increase janitorial services at the Veteran's Memorial Building and the Plunge to seven days per week from its current five days per week schedule.
- Donate 50 rectangular and 80 round plastic tables to the Veterans' Memorial Building to replace the existing tables. The existing tables are heavy and have been damaged from years of use. The new tables will become property of the City.
- Implementation of a new quality assurance process to provide a work-order type system that will provide a direct link between City staff and HBS staff on janitorial needs and the means to track such requests. Currently, such communication is done via email and verbal requests.

The proposed annual contract amount for the first three years would be \$522,692.40 compared to the current annual amount of \$574,997.40. The proposed four percent reduction from the current amount is estimated to generate a savings of over \$156,000 (approximately \$52,305 per year) during the initial three years of the proposed agreement. The hourly rate paid for the services of the Event Service Workers will remain unchanged and the actual savings may vary depending on the quantity of events that take place at City facilities. The estimated \$156,000 in savings is based on 200 hours of Event Service Worker needs, which is the average based on historical usage.

Culver City Municipal Code (CCMC) Section 3.07.085 provide exemption from the formal bidding process for professional services and only require the award of the contract be based upon competitive quotations from no less than three vendor contractors whenever practical as determined by the City Manager. Per Section 3.07.085.C.6 of the CCMC, this contract would fall under the category of professional services, which includes the repair and maintenance of City-owned buildings. Based upon the fact the City undertook a competitive process in 2007 and the advantages to extending the existing Agreement, the City Manager has determined that obtaining competitive quotations at this time is not practical.

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In lieu of conducting another RFP process, staff has determined the proposal by HBS is highly competitive given the proposed service level increases and enhancements at a lower cost and is recommending accepting their proposal. The proposed agreement will enhance current services at a reduced cost and generate savings to the City's General Fund over the current contract. The City has maintained an effective relationship with HBS for 17 years that has resulted in high cleaning standards at various City facilities and through the years. HBS staff has, also, been very responsive to staff's concerns and requests.

FISCAL ANALYSIS:

Funding has been appropriated for Fiscal Year 2012-2013 in various division budgets to cover citywide janitorial services. Funding is allocated in the Public Works Building Maintenance budget for City Hall, PW Yard, Veterans' Memorial Building, Senior Center, Municipal Plunge and Teen Center. Funding is allocated in the Parks, Recreation & Community Services Department for the services of the Event Service Workers and for janitorial services at the recreation buildings and park restrooms. The Transportation Department has funding allocated for its facility; while funding is allocated in the Community Development Department budget for the parking structures.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing Professional Services Agreement with Haynes Building Services to provide citywide janitorial services in the amount of \$522,692.40, plus the cost to provide Event Service Workers at \$17.41/hour, for the initial three years of the proposed agreement; and,
2. Authorize the extension of the agreement for an additional two years at the discretion of the Director of Public Works/City Engineer and the Director of Parks, Recreation and Community Services at an agreed upon amount based on the Consumer Price Index; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.