

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/24/07		Item Number: <u>A-4</u>	
AGENDA ITEM: Approval of an Agreement with Haynes Building Services to Provide Citywide Janitorial Services.			
Contact Person/Dept.: Eric Mirzaian Public Works-Maintenance Operations		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List on 09/19/07; Haynes Building Services, Reliable Building Maintenance, Skyline Building Services, RM Janitorial Inc., Come Land Maintenance Services, Diamond Contract Services, United Maintenance Systems, DMS Facility Services, Bell Building Maintenance Co., ABM Janitorial Services (September 14, 2007 via letter).			
Department Approval: Charles D. Herbertson (9/07/07)		City Attorney Approval: Carol Schwab (by H. Iker) (09/18/07)	
City Controller Approval: Marlee Chang (09/18/07)		City Manager Approval: Jerry B. Fulwood (09/19/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an agreement with Haynes Building Services (HBS) to provide citywide janitorial services. <u>BACKGROUND:</u> Currently, citywide janitorial services are provided by HBS. HBS began providing services at City Hall in 1995. Via separate agreements in subsequent years, HBS began providing services at other City facilities. In addition to providing janitorial services, HBS also provides event service workers at City Hall, Senior Center and Veteran's Memorial Building to assist with special events. Additionally, Haynes provides steam cleaning services at the three parking structures, Town Plaza, Main Street and Paseo Walkway, as well as, periodic window cleaning at certain facilities. <u>DISCUSSION:</u> On July 23, 2007, a Request for Proposal (RFP) was released to qualified contractors, and advertised on the City's website and Culver City News. The following facilities were included in the RFP: City Hall, Public Works Building, Transportation Facility, Transfer Station, Veteran's Memorial Building, Senior Center, Teen Center, Municipal Plunge, Town Plaza, Paseo Walkway, Main Street,			

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recreation buildings & park restrooms, and all three parking structures (Ince, Watseka, and Cardiff).

On August 23, 2007, the following bids were received via a public bid opening:

Firm	Year 1	Year 2	Year 3
Reliable Building Maint*.	\$230,520.00	\$230,520.00	\$230,520.00
Skyline Building Maint.	\$432,958.88	\$432,958.88	\$432,958.88
HBS	\$569,695.80	\$592,483.60	\$616,182.93
RM Janitorial*	\$587,148.00	\$593,019.84	\$598,949.48
Bell Building Maint.	\$622,596.00	\$622,596.00	\$641,316.00
Come Land Maint.	\$655,524.00	\$655,524.00	\$655,524.00
ABM Janitorial	\$700,850.08	\$735,892.58	\$772,687.21
Diamond Contract Services*	\$706,828.36	\$706,828.36	\$706,828.36
United Maintenance System	\$735,404.00	\$735,404.00	\$735,404.00
DMS Facility Services	\$847,408.40	\$858,541.96	\$890,276.48

* Amounts do not include yearly cost for supplies. Based on usage history, approximately \$50,000-\$65,000 annually is required for supplies.

The bid amounts above include the cost to provide janitorial services and supplies at all City facilities, as well as window washing and steam cleaning at certain facilities with the exception of the Transfer Station. Bidders were required to bid on the Transfer Station separately. Sanitation staff currently performs janitorial services at the Transfer Station, and after evaluation of the proposals, Public Works has decided to continue to do so. Thus, the proposed new contract will exclude the Transfer Station.

The bids amounts above also do not reflect the cost to provide event service workers to assist with special events since the cost to provide this service is dependent on the number of events taking place at any given time. All bids received also include the cleaning of the Municipal Plunge seven days per week, per City Council's direction at its July 23, 2007 meeting.

Reliable Building Maintenance submitted an incomplete proposal by not including bids for all facilities or a cost for supplies. The proposal by Skyline Building Maintenance was incomplete by not including the cost for window washing at all facilities. Certain components of Skyline's proposal also did not follow bidding instructions by not providing a detailed cost breakdown by facility. Staff also feels the 8 janitorial staff being proposed by Skyline is not sufficient for this particular contract based on the scope and size. HBS will be providing 19 janitorial staff, 2 supervisors and 8 event service workers. Thus, HBS is the most responsive and responsible bidder. HBS has provided excellent janitorial services to the City and has been very responsive to concerns and issues raised. Staff recommends that HBS continue providing citywide janitorial services.

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The initial contract will be for a three (3) year term with the option of extending the contract for an additional two (2) years. HBS included a bid for the optional fourth and fifth years at \$640,830.25 and \$666,463.48 respectively. Additionally, HBS will provide employee service workers and optional additional cleaning for the parking structures at the following rates:

	Year 1	Year 2	Year 3	Year 4	Year 5
Event Service Workers	\$16.10/hr	\$16.74/hr	\$17.41/hr	\$17.41/hr	\$17.41/hr
Parking (5x/week)	\$2,710.00	\$2,818.40	\$2,931.14	\$3,048.38	\$3,170.32
Parking (7x/week)	\$4,665.00	\$4,851.60	\$5,045.67	\$5,247.48	\$5,457.39

The bid by HBS includes the cost to clean the parking structures at the following frequency: Ince (3 days/week), Cardiff (2 days/week) and Watseka (1 day/week). If Council desires, HBS can provide 5 day/week or 7 day/week service for the parking structures for the additional annual amount indicated above. Additionally, to compare the hourly rate of event service workers provided by HBS, the average rate amongst all the bidders for all five years was \$16.00/hr.

FISCAL ANALYSIS:

Sufficient funding has been allocated for janitorial services in fiscal year 2007-08 to cover HBS' bid for Year 1. For fiscal year 2007-08, \$117,000 has been budgeted by Redevelopment for janitorial and steam cleaning services at the parking structures, Town Plaza and Paseo Walkway. Additionally, \$286,679 has been budgeted by the Parks & Recreation Department for event service workers.

ATTACHMENTS:

Bid submitted by HBS (bid form only).

MOTION:

That the City Council:

1. Approve a three year agreement with Haynes Building Services to provide citywide janitorial services at a base amount of \$569,695.80 (Year 1), \$592,483.60 (Year 2) and \$616,182.93 (Year 3), plus the cost to provide event service workers at \$16.10/hour (Year 1), \$16.74/hour (Year 2) and \$17.41/hour (Year 3).

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2. Authorize the extension of the agreement for an additional two years at the discretion of the Public Works Director/City Engineer at \$640,830.25 (Year 4) and \$666,463.48 (Year 5) plus the cost to provide event service workers at \$17.41/hour (Year 4) and \$17.41/hour (Year 5).
3. Direct the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.