

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/23/07		Item Number: <u>C-5</u>	
AGENDA ITEM: Authorization to Release Requests for Proposals for Janitorial Services at City Facilities.			
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 07/18/07			
Department Approval: Charles Herbertson (07/09/07)		City Attorney Approval: Carol Schwab (by H. Iker) (07/16/07)	
City Controller Approval: Marlee Chang (07/18/07)		City Manager Approval: Jerry B. Fulwood (07/18/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize the Public Works Department to solicit bids for citywide janitorial services at various City facilities (City Hall, Public Works Maintenance Yard, Veteran's Memorial Building, Senior Center, Parks & Recreation facilities, Transportation, Transfer Station, Municipal Plunge, Ince Parking Structure, Cardiff Parking Structure, Watseka Parking Structure, Teen Center and Town Plaza). <u>BACKGROUND:</u> Currently, Citywide janitorial services are provided by Haynes Building Services (Haynes). Haynes began providing services at City Hall in 1995. Via separate agreements in subsequent years, Haynes began providing services at other City facilities. In addition to providing janitorial services, Haynes 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. At the October 23, 2006 Council meeting, the City Council authorized the extension of several agreements with Haynes to concurrently expire at the same time as other agreements. All agreements with Haynes are now set to expire on September 30, 2007.			

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DISCUSSION:

Currently, there are separate agreements for janitorial services at the following City facilities: City Hall, Public Works Maintenance Yard, Veteran's Memorial Building, Senior Center, Parks & Recreation facilities, Transportation, Transfer Station, Municipal Plunge, Ince Parking Structure, Cardiff Parking Structure, Watseka Parking Structure, Teen Center and Town Plaza. With the City Council's authorization, the Public Works Department will solicit proposals from qualified firms via the attached RFP for janitorial services at such facilities. As a result, Staff will have the ability to consolidate all of the existing separate agreements into a single consolidated agreement and scope of work. This consolidation will simplify the management of janitorial services and, it is hoped, result in savings to the City through economies of scale.

Should the City Council approve the release of the RFP, the following table includes the timeline for the project:

Task	Time Frame
RFP Approval by City Council	July 23, 2007
Release of Notice Inviting Bids	July 24, 2007
Deadline for Receipt of Proposals	August 23, 2007 at 3:00 PM
Consideration of Award of Contract	September 24, 2007

FISCAL ANALYSIS:

The Public Works Department processes payment for the services at City Hall, Public Works Maintenance Yard, Veteran's Memorial Building and Senior Center. Payments for services at all other facilities are the responsibility of the respective departments. With the new consolidated agreement, the respective departments/divisions are expected to be able to manage and pay for the janitorial services at their respective facilities

The release of the RFP does not create a substantive fiscal impact on the City. Upon review of the returned RFP's, staff will include the appropriate fiscal impact of awarding a new contract should the City Council determine to award a contract.

ATTACHMENTS:

Copy of the Request for Proposal

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MOTION:

That the City Council:

Authorize staff to release Requests for Proposals for Citywide janitorial services at various City facilities.