



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Richard Thompson, Interim City Manager

FROM: Jim Arndt, Public Works Director
Bruce Moe, Finance Director
Keith Darling, Facilities Manager
Gwen Eng, General Services Manager

DATE: June 1, 2010

SUBJECT: Consideration of Award of a Three-Year Janitorial Services Contract to Universal Building Maintenance (Estimated Annual Value of \$169,147)

RECOMMENDATION:

Staff recommends that the City Council award RFP #799-10 to Universal Building Maintenance for a three-year janitorial services contract with an estimated annual value of \$169,147. This amount is for routine maintenance only.

FISCAL IMPLICATION:

Sufficient funds are available in the FY 2010-2011 Public Works budget for these services. The annual cost for routine maintenance is approximately \$15,000 less than the previous contract.

DISCUSSION:

The City currently contracts with a firm to provide janitorial maintenance services at all facilities except park restrooms, which are maintained by the City's landscape services contractor. Contracting out this service is the most cost-effective and dependable manner to achieve City standards.

These specifications included "green" requirements as an option in keeping with our efforts to be more environmentally friendly. The vendors were asked to provide an increase or decrease over the contract cost for utilizing "green" cleaning methods.

Bid Recaps

Staff solicited proposals and received 14 responses. Because this is a service contract, vendor selection is based upon many factors: prior experience, quality control, references and cost. A summary of pricing offered by each vendor is shown below:

| <u>Bidder</u> | <u>Annual Cost</u> | <u>Green cleaning</u> | <u>Total Cost incl. green cleaning</u> |
|-------------------------------------|--------------------|-----------------------|--|
| 1. S&S Facility Mgmt | \$147,621 | 0.00% | \$147,621 |
| 2. Great Cleaning Service | \$164,554 | 0.00% | \$164,554 |
| 3. Universal Building Maint. | \$169,147 | 0.00% | \$169,147 |
| 4. Bell Building Maint . | \$175,944 | 3.00% | \$181,222 |
| 5. Progreen Bldg Maint. | \$218,820 | 2.00% | \$223,196 |
| 6. Able Building Maint. | \$225,462 | 0.00% | \$225,462 |
| 7. CAM Services | \$231,252 | 12.88% | \$261,037 |
| 8. Julie-Rene's Cleaning | \$257,883 | 10.00% | \$283,671 |
| 9. Come Land Maint. | \$272,448 | 5.00% | \$286,070 |
| 10.DMS Facility Services | \$277,135 | 0.00% | \$277,135 |
| 11.Executive-Suite Services | \$298,829 | 10.00% | \$328,712 |
| 12.Lincoln Training Center | \$346,954 | 2.00% | \$353,893 |
| 13.West Coast Maint. | \$488,220 | 2.00% | \$497,984 |
| 14.Integrity Mgmt Services | no bid | | |

Interviews were conducted starting with the lowest priced vendor, as well as reference checks. Site visits to other facilities were also done to assess the quality of work performed by bidders. Based on staff's observations, it was determined that the two lowest bidders, S&S Facility Management and Great Cleaning Service, do not perform an acceptable level of quality assurance of that which is required by the City. However, Universal Building Maintenance showed strong attention to detail. In addition, Universal Building Maintenance offers a green cleaning program encompassing cleaning processes, equipment and chemicals at no additional charge.

As part of the variability of the new contract, unit pricing was requested for many items that fall under regular janitorial service and flexibility was retained allowing the City to reduce service levels or request additional special services as needed. By decreasing the number of days per week of routine maintenance performed at City Hall, Public Works offices, Scout House, Dial-A-Ride, Public Safety Facility offices and Manhattan Heights from 5 days to 3 days; Joslyn Center and Live Oak Hall from 7 days to 5 days; and Creative Arts Center from 6 days to 4, the City could potentially save \$18,000 annually. However, this reduction might result more money spent on pest control, unkempt appearance between cleanings and increased staff time spent on tasks normally performed by the contractor. Therefore the final cost of this contract will be determined based upon the negotiated scope of work. If approved, the contract will be in the form of a purchase order. The City may cancel the contract at any time without cause, if necessary.