



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Ward and Members of the City Council

**THROUGH:** Richard Thompson, Interim City Manager

**FROM:** Bruce Moe, Finance Director  
Keith Darling, Facilities Manager  
Gwen Eng, General Services Manager

**DATE:** June 15, 2010

**SUBJECT:** Consideration of Award of a Three-Year Janitorial Services Contract to Universal Building Maintenance (Estimated Annual Value of \$151,190)

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### 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 \$151,190. 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 of \$151,190 includes the \$18,000 reduction taken as part of the cost savings Council accepted in the FY 2010-2011 budget. Details of the service level reductions are listed below.

### 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.

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. As a result of the Council's direction to reduce janitorial costs in the FY 2010-2011 budget, this contract is for reduced service. The number of days per week of routine maintenance were decreased from five days to three days at City Hall, Public Works offices, Scout House, Dial-A-Ride (City Hall annex), Public Safety Facility offices (excluding the jail which requires daily service) and Manhattan Heights; from seven to five days at Joslyn Center and Live Oak Hall; and from six to four days at the Creative Arts Center.

The bid 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 Carson, CA	\$123,848	0.00%	\$123,848
2. Bell Building Maint. Sherman Oaks, CA	\$139,104	3.00%	\$143,277
<b>3. Universal Building Maint. Santa Ana, CA</b>	<b>\$151,190</b>	<b>0.00%</b>	<b>\$151,190</b>
4. Great Cleaning Service Irvine, CA	\$151,850	0.00%	\$151,850
5. Able Building Maint. Los Angeles, CA	\$183,222	0.00%	\$183,222
6. CAM Services Culver City, CA	\$194,152	12.88%	\$219,159
7. Progreen Bldg Maint. Whittier, CA	\$200,220	2.00%	\$204,224
8. Come Land Maint. Los Angeles, CA	\$209,184	5.00%	\$219,643
9. Julie-Rene’s Cleaning N. Hollywood, CA	\$214,203	10.00%	\$235,623
10. DMS Facility Services Monrovia, CA	\$247,072	0.00%	\$277,135
11. Executive-Suite Services Northridge, CA	\$260,243	10.00%	\$286,267

12.Lincoln Training Center S. El Monte, CA	\$272,448	2.00%	\$277,897
13.West Coast Maint. Gardena, CA	\$409,020	2.00%	\$417,200
14.Integrity Mgmt Services Irvine, CA	no bid		

The lowest bidder, S&S Facility Management, does not perform an acceptable level of quality assurance of that which is required by the City. During the site visit to the City of Hermosa Beach (one of S&S's clients), staff observed high levels of dust and dirt buildup in plain view. This company also received a mediocre review from a current customer, who stated that the vendor consistently failed to clean the floors properly.

The next lowest bidder is Bell Building Maintenance. The company's president has been charged with multiple counts of insurance premium fraud and the case is being prosecuted by the LA County District Attorney's Office. As such, staff does not recommend this firm for further consideration.

Universal Building Maintenance received good reviews for maintaining the City of Los Angeles Public Works Building and Norwalk Government Center, and site visits to both locations confirmed this. This company has been in business since 1965. They have approximately 6,000 employees nationwide of which nearly 1,000 work in their janitorial division. Their employees are paid above the California minimum wage and are eligible for medical and dental benefits, a 401k and receive paid vacation as well as other benefits including recognition programs. Staff could not locate any records or claims of unfair labor or unethical business practices by this company. They have an A rating from the Better Business Bureau. In addition, Universal Building Maintenance offers a green cleaning program encompassing cleaning processes, equipment and chemicals at no additional charge. As a result, staff recommends that the City Council award the contract to Universal Building Maintenance.

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.

