



REPORT TO COUNCIL

City of Sacramento

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915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

STAFF
June 23, 2009

Honorable Mayor and
Members of the City Council

Title: Contract: Janitorial Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) awarding a one year contract with two one-year renewal options to Lincoln Training Center for janitorial services in an amount not to exceed \$2,664,292 for the potential three year term; and 2) authorizing the City Manager or the City Manager's designee to execute the contract specified above provided that sufficient funds are available in the budgets adopted for the applicable fiscal year(s).

Contacts: Christine Slay, Program Analyst, Procurement Services, 808-6344;
Christopher Stewart, Procurement Services Manager, 808-6202

Presenters: Not applicable

Department: General Services

Division: Procurement Services

Organization Nos.: 13001061

Description/Analysis:

Issue: The City has an ongoing need to provide janitorial services to City maintained facilities. This includes the City Hall buildings, the Convention Center, and approximately 45 other facilities.

Policy Considerations: This recommendation is consistent with the competitive bidding requirements as detailed in Sacramento City Code 3.56. In addition to City requirements, the contractor recommended for award, Lincoln Training Center, is required to comply with California Labor Code, Chapter 4.5, Section 1060 – Displaced Janitor Opportunity Act. This law requires contractors and

subcontractors who are awarded contracts to provide janitorial or building maintenance services to retain employees who were employed at the site where service was performed by the previous contractor for a period of 60 days. This law is applicable for contracts entered into on or after January 1, 2002. The City also requires contractors to pay its employees a City living wage. The current wage rate for janitors is \$11.83 per hr., and effective August 28, 2009 the rate will increase to \$12.25 per hour.

Committee/Commission Action: Not applicable

Environmental Considerations:

California Environmental Quality Act (CEQA): The current proposal involves the purchasing of janitorial services for City facilities. Ongoing non-professional services are not a 'project' and are not subject to CEQA, in accordance with Section 15378(b)(2) of the CEQA Guidelines. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

Sustainability Considerations: The invitation for bid for the recommended contract included a requirement for the use of environmentally safe and friendly products at all City facilities.

Rationale for Recommendation: City facilities require continuous janitorial and building maintenance services.

In February 2009, the Procurement Services Division, in accordance with City Code Section 3.56, issued Invitation for Bid No. B093246022 for Citywide janitorial services. The bid included cleaning and janitorial products (to include seat covers, paper towels, soap, toilet paper, etc.) as well as janitorial services. Sixteen responses were received and evaluated. The lowest responsive and responsible bidder was determined to be Lincoln Training Center. A summary of the bid results is provided in Attachment 1.

Financial Considerations: Funding for janitorial services will be provided by the various operating budgets of the departments utilizing the service. Sufficient funding is available in the FY2009/10 budget for services through June 30, 2010. Services provided after June 30, 2010 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s).

The amounts listed below are estimates based on current requirements. Projections for the optional years include a 5% escalation to account for annual increases.

Vendor	Year 1	Year 2	Year 3	Total Contract Amount
Lincoln Training Center	\$845,136	\$887,393	\$931,763	\$2,664,292

Emerging Small Business Development (ESBD): Lincoln Training Center is not certified as an emerging/small business firm.

Respectfully submitted by: 
 Chris Stewart
 Procurement Services Manager

Approved by: 
 Reina J. Schwartz
 Director, Department of General Services

Recommendation Approved:


 Ray Kerridge
 City Manager

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Attachment 1

BID RESULTS - BID NO. B093246022

Contractor	Bid Total	SBE Preference 5%	Local Sales Tax Preference 1%	Payment Discount Preference	Evaluation Total
Tee Janitorial (3,4)	\$ 494,622.06	(\$24,731.10)	(\$ 4,946.22)	1% 15 Days (1)	\$ 464,944.70
2-Go Bldg Maintenance (3, 4)	\$ 513,500.00	None	None	None	\$ 513,500.00
Floppy Mop (3)	\$ 718,178.48	None	None	.5% 7 Days (1)	\$ 718,178.48
Lincoln Training(2)	\$ 845,136.00	None	None	None	\$ 845,136.00
Hands-On Exec (3,4)	\$ 870,333.48	(\$43,516.67)	(\$8,703.34)	(\$23,499.01) 2.7% 20 Days	\$ 794,614.46
UBS	\$ 990,390.00	None	None	None	\$ 990,390.00
Extra Touch (3)	\$ 998,706.00	(\$49,935.30)	None	(\$ 9,987.06) 1% 20 Days	\$ 938,783.64
Crossroads	\$1,003,276.00	None	None	None	\$1,003,276.00
Pacific Maintenance	\$1,036,848.00	None	None	None	\$1,036,848.00
Imperial Maintenance	\$1,054,709.68	None	None	None	\$1,054,709.68
Able Services	\$1,113,480.00	None	None	None	\$1,113,480.00
Nova Commercial	\$1,242,583.76	None	None	None	\$1,242,583.76
Pride Industries	\$1,247,025.96	None	None	None	\$1,247,025.96
Firato Service	\$1,331,436.08	(\$66,571.80)	None	2% 10 Days (1)	\$1,264,864.28
Varsity	\$1,450,281.28	None	None	None	\$1,450,281.28
Quality Coast (3)	\$1,884,226.00	None	None	None	\$1,884,226.00

Award of Contract To:

Total Contract Amount: \$2,664,292

Lincoln Training Center
8331 Sierra College Blvd., #220
Roseville, CA 95661

Using Department: Citywide

No. of Bids Received	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
16	14	4	No

- (1) Prompt payment discount offered was less than 20 days.
- (2) The lowest responsible annual bid amount of \$845,136.00 represents the total for the quantities selected for evaluation purposes only, which was calculated on annual historical usage. Authorization is requested to enter into contract in an amount not to exceed \$2,664,292 which includes the two option periods with an annual adjustment of five percent for each of the subsequent option years.
- (3) Non-responsive bid.
- (4) All items were not bid.

RESOLUTION NO. 2009-XXXX

Adopted by the Sacramento City Council

June 23, 2009

AWARD CONTRACT FOR CITYWIDE JANITORIAL SERVICES

BACKGROUND

- A. The City has an ongoing need to provide janitorial services to City maintained facilities. This includes the City Hall buildings, the Convention Center, and approximately 45 other facilities.
- B. In February 2009, the Procurement Services Division, in accordance with City Code Section 3.56, issued Invitation for Bid No. B093246022 for janitorial services. Sixteen responses were received and evaluated. The lowest responsive and responsible bidder was determined to be Lincoln Training Center.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Lincoln Training Center is awarded a one-year contract with two one-year renewal options for janitorial services in a total amount not to exceed \$2,664,292 for the three year period.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).