

June 21, 2005

Honorable Mayor and Members of
the Hermosa Beach City Council

Regular Meeting of
June 28, 2005

AWARD OF JANITORIAL CONTRACT FOR PUBLIC BUILDINGS

Recommendation:

It is recommended that the City Council do the following:

1. Award the Maintenance Contract for Janitorial Services to The Resource Collection, Hawthorne, California, in the total amount of \$276, 264 for three years; and
2. Authorize the Mayor to execute and the City Clerk to attest the maintenance contract subject to approval by the City Attorney.

Summary:

On May 19th and May 26th, 2005, the Request For Proposals for the Maintenance Contract - Janitorial Services was advertised in the Easy Reader and was posted on the City's website. The contract is for maintenance of all public buildings including; City Hall and Council Chambers, Clark Building, Community Center, Bowling Green, General Services building, Jail, Police & Fire Departments, South Park School and the City Yard.

On May 31, 2005, staff held a mandatory pre-bid inspection/walk-through of all of the public buildings included in the contract. On June 13, 2005, ten (10) proposals were received with bid amounts as shown below, note that the amounts are totals for a three-year contract period:

| | |
|-----------------------------------|-------------|
| 1. The Resource Collection | \$276,264 |
| 2. Comeland Maintenance Co. | \$284,220 |
| 3. United Maintenance Systems | \$301,789 |
| 4. Corporate Building Services | \$304,560 |
| 5. Grace Building Maintenance Co. | \$319,560 |
| 6. Bell Building Maintenance Co. | \$335,988 |
| 7. U.S. Metro Group | \$393,764 |
| 8. Executive-Suite Services | \$395,040 |
| 9. Pinnacle Care | \$428,880 |
| 10. Varsity Contractors | \$1,054,200 |

Staff has investigated references for The Resource Collection, all have spoken well of the company, and some have had contracts with them for up to ten years. They are committed toward utilizing environmentally friendly "green products" for all cleaning purposes and using recycled paper products. The existing contractor, Executive-Suite Services, has been providing these janitorial services for the past 13 years. The existing budgeted amount for these services has been \$105,000 per year equating to \$315,000 for three years amount, which is higher than the amount proposed by The Resource Collection. The new contract also includes steam cleaning all carpets four times per year in-lieu of shampooing once per year in the existing contract. Staff also has added cleaning of the outside of all windows, which was never in the existing contract. For all of these reasons, staff recommends award of this contract to The Resource Collection.

Staff appreciates that Executive-Suite Services will work closely with the new contractor to provide a smooth transition.

Fiscal Impact:

The overall contract amount of \$276, 264 is for three years, or \$92,088 per year, which is less than the amount budgeted for FY 05-06.

Attachment; Contract

Respectfully submitted,

Concur:

Richard D. Morgan, P.E.
Director of Public Works/City Engineer

Stephen R. Burrell
City Manager

Noted for fiscal impact:

Viki Copeland
Finance Director