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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

July 8, 1988

Budget and Finance Committee
Sacramento, California

Honorable Members In Session:

SUBJECT: TERMINATION OF CITY JANITORIAL SERVICES CONTRACT AND
AWARD OF A NEW CONTRACT

SUMMARY

This report describes the City's problems with the current janitor service contractor and recommends that their contract be terminated and an interim contract be awarded to a new janitor service company until a new bid package can be prepared and formal bids solicited.

BACKGROUND

In August 1986, the City Council awarded a contract to Able Building Maintenance Company (Able) of San Francisco to provide janitorial and window cleaning services. The agreement specified the services to be provided, frequency, acceptable quality of service, and penalties for non-compliance, including termination procedures. The contract was for one year with provision for two annual extensions. The contract was extended in 1987 and again in June of this year after Council approval.

ANALYSIS

The quality of Able's services were generally satisfactory in the early period of the contract. However, with the changes in its local on-site management and day-to-day supervision during the last few months, the quality of service declined greatly. In May of this year, the local manager again resigned and Able has been unable to replace him. They have attempted, unsuccessfully, to provide management assistance from their San Francisco office.

The lack of full-time, on-site management has resulted in an accelerated decrease in the level and quality of service. Based on this declining service and Able's inability to correct the problems, it was mutually agreed by the City and Able to terminate the contract at the earliest date.

With the pending termination of janitorial and window cleaning services for the City, it became necessary to obtain interim services until more permanent arrangements could be made through the Bid process. A review was made of local resources, particularly WBE firms, that may have the resources and capability to meet the City's immediate needs. The County of Sacramento was contacted and their building maintenance contractors were considered. One expressed limited interest in providing the full service desired and the other was a firm the City had previous unsatisfactory experience with. We also contacted a local WBE firm, Sutter Building Maintenance Co., which had earlier contacted the City and expressed a personal interest in providing such services in the future. They were still interested and a proposal was requested. Sutter is a large, locally owned and operated WBE firm that has successfully bid jobs with the State and Federal Governments and provides janitorial and window cleaning services to those and privately owned buildings in the Sacramento area. They have both the management and resources to do the work requested within the time desired. A check of their references revealed very satisfied clients.

Based on their qualifications and the City's need for immediate service, Able and the City agreed to terminate their current contract effective July 16, 1988; Sutter would commence work on that day and continue until a successor is selected through the City's normal purchasing procedures.

FINANCIAL

Sutter has proposed to provide janitorial and window cleaning services for the amount of \$18,356 per month. This is \$2,565 more than the amount that would have been paid the current contractor. We believe this is a reasonable proposal in light of the limited length of the contract and the fact that it is more in line with industry pricing. No adjustments will be necessary in the budget at this time. Bids will be requested in October of this year and staff will keep the Council apprised of any requirements as a result of these bids.

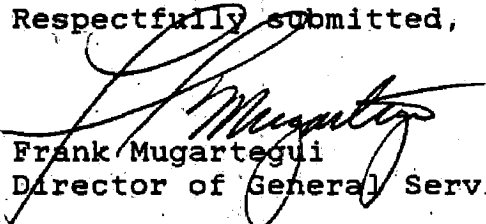
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RECOMMENDATION

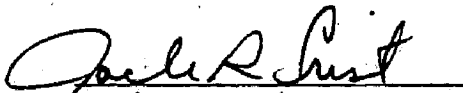
It is requested that the Budget and Finance Committee recommend City Council approval of the attached resolution which

1. Authorizes the City Manager to terminate contract 86020 effective July 16, 1988.
2. Authorizes the City Manager to enter into a contract with Sutter Building Maintenance Co in the amount of \$18,356 per month for janitorial and window cleaning services until such time as a successor is selected through the normal purchasing process.

Respectfully submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:


Jack R. Crist
Deputy City Manager

July 19, 1988
All Districts



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DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

July 11, 1988

City Council
Sacramento, California

Honorable Members In Session

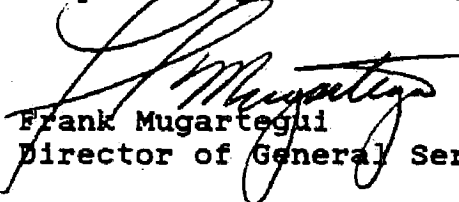
SUBJECT: TERMINATION OF CITY JANITORIAL SERVICES CONTRACT
AND AWARD OF A NEW CONTRACT

SUMMARY

This report describes the City's problems with the current janitor services contractor and recommends that their contract be terminated and an interim contract be awarded to a new janitor service company until a new bid package can be prepared and formal bids solicited. The item was heard by the Budget and Finance Committee at their July 19, 1988 meeting. It is requested that the City Council approve the attached resolution which:

1. Authorizes the City Manager to terminate contract 86020 effective July 16, 1988.
2. Authorizes the City Manager to enter into a contract with the Sutter Building Maintenance Co. in the amount of \$18,356 per month for janitorial and window cleaning services until such time as a successor is selected through the normal purchasing process.

Respectfully submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:

Walter J. Slipe, City Manager

July 19, 1988
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION TERMINATING CONTRACT 86020 AND AUTHORIZING NEW CONTRACT FOR JANITORIAL SERVICES

WHEREAS, the janitorial and window cleaning services under contract 86020 have been determined to be unsatisfactory and the contract should be terminated; and

WHEREAS, there is need for interim janitorial services until permanent arrangements can be made through the Bid process; and

WHEREAS, the firm of Sutter Building Maintenance Co. has the resources to provide the necessary janitorial and window cleaning services on an interim basis.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Manager is hereby authorized to terminate contract 86020 effective July 16, 1988.
2. The City Manager is hereby authorized to enter into a contract with Sutter Building Maintenance Co. effective July 16, 1988 in the amount of \$18,356 per month for janitorial and window cleaning services until such time as a successor is selected through the normal purchasing process.

MAYOR

ATTESTS:

CITY CLERK