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DEPARTMENT OF
GENERAL SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

March 29, 1994

PS:Admin:94013:RBH:SA:bd

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

916-449-5551

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1629,
JANITORIAL SERVICES, IN THE TOTAL AMOUNT OF \$190,000.00**

LOCATION AND COUNCIL DISTRICT

City-wide-All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bids submitted for the contracts resulting from Bid No. 1629 for Janitorial Services. Award is being recommended to Hands-On Executive Service, 4515 Valley Hi Dr., Sacramento, CA 95823; Acme Building Maintenance, 720 Sunrise Ave., Ste. A232, Roseville, CA 95661; and Janico Building Services, 777 Campus Commons Rd., Ste. 200, Sacramento, CA 95825, as primary contractors in a total amount not to exceed \$190,000.00. This report also requests authorization to award contract(s) to alternates as back-up resources, to be used only in the event that the primary contractor(s) is/are unable to perform the services as required.

CONTACT PERSON: Steve Alstrom, Buyer II, 433-6240

FOR COUNCIL MEETING OF: March 29, 1994

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation of bid award for Bid No. 1629 for Janitorial Services, to be used by the Facility Management Division.



BACKGROUND

The contracts addressed in this report will provide for contract janitorial services that will be performed in City facilities on a City-wide basis. The contracts will be administered by the Facility Management Division of the Public Works Department. Specifications for Bid No. 1629 for Janitorial Services were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to contractors, bid advertising firms, and minority outreach agencies began on February 16, 1994.

Direct bid solicitations were mailed to seventy (70) contractors, of which forty-two (42) were identified as minority/women business enterprise (M/WBE) firms. A mandatory pre-bid conference was conducted at the City Corporate Center South on February 28, 1994, at which time staff from the Procurement Services and Facility Management Divisions reviewed all contract specifications and requirements with the prospective bidders in attendance. Representatives of twenty-three (23) firms attended the mandatory pre-bid conference. Of the twenty-three contractors, bids were received from thirteen (13). The bids were publicly opened and read by the City Clerk on Wednesday, March 9, 1994. It should be noted that one (1) sealed bid was delivered by a contractor to another City facility, instead of to the City Clerk's Office as specified in the bid. Because it was not delivered to the correct location, the bid was not available to be opened and publicly read by the City Clerk at the time specified for bid opening. The bid package was later opened by the City Clerk's Office to ascertain a return address, and was returned to the bidder (a firm named Infinity) by the City Clerk.

In order to provide broad opportunity for contractor participation while at the same time meeting the City's needs, the City facilities were divided into five (5) separate zones. Recommendations for award are based upon the lowest responsible bids received for each of the zones. The bid included provisions for applying a five percent (5%) M/WBE bid evaluation preference for City-certified, preference-eligible M/WBE bidders. The recommendations included in this report call for contract awards to be made on the basis of individual zones to a primary contractor, with a secondary contractor designated as an alternate for each zone. Secondary contractor(s) will be utilized as a back-up resource, and only in the event that the primary contractor is unable to perform the services as required in the bid specifications. In the unlikely event that both the primary and secondary contractors are unable to perform within a zone(s), subsequent contracts would be issued to the next lowest bidder(s) for the zone(s) until satisfactory service is received or until it is deemed in the City's best interest to re-bid the services.

The following is a summary of the recommendation for contract awards:

<u>Bidder</u>	<u>Award Items</u>	<u>Contract Amount</u>
Primary Contractors		
Hands-On Executive Service (MBE) 4515 Valley Hi Drive Sacramento, CA 95823	Zones 1, 2 and 5	\$105,066.13*

Acme Building Maintenance 720 Sunrise Ave., Ste. A232 Roseville, Ca 95661	Zone 3	\$ 11,628.48*
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Janico Building Services (MBE) 777 Campus Commons Rd., Ste. 200 Sacramento, CA 95825	Zone 4	\$ 30,900.00*
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Secondary Contractors

Acme Building Maintenance 720 Sunrise Ave., Suite A232 Roseville, CA 95661	Zones 1, 2 and 5
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Superior Building Service (MBE) 1155 Meredian Ave., Ste. 121 San Jose, CA 95125	Zone 3
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Camellia Services (MBE) 4042 De La Vina Way Sacramento, CA 95823	Zone 4
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* The combined totals of the lowest responsible bids (Zones 1 thru 5) being proposed for award is \$147,594.61 and represents the cost for five days per week janitorial services in the facilities as specified in the bid. Authorization is requested to enter into contract(s) in a total amount not to exceed \$190,000.00 per year, which will allow for the addition of facilities, changes in scope of work, and price adjustments in subsequent contract years, in accordance with the provisions of these potentially three-year contracts.

FINANCIAL CONSIDERATIONS

Sufficient funds have been budgeted by Facility Management and other City organizations for this service.

POLICY CONSIDERATIONS

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS

Requests for bid (RFB) were sent to seventy (70) contractors, forty-two (42) of which were identified as M/WBE firms. The names of the prospective bidders were obtained from the City bid list. In addition, the RFB was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Business Development Center. Of the thirteen (13) bids received, eight were from City-certified M/WBE firms. The firm recommended for

BID TABULATION SHEET FOR BID NO. 1629 (Con't)

Bidder	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Total	Prompt Payment Discount	MWBE Preference
Building Maintenance Prof.	\$121,680.00	\$62,544.00	No Bid	No Bid	\$23,856.00	Not Applicable	None	None
Tee Janitorial & Maint.	\$125,477.44 ^(N) \$132,780.36	\$92,947.63 ^(N) \$98,357.28	\$ 38,367.30 ^(N) \$ 40,600.32	\$69,491.86 ^(N) \$73,536.36	\$48,658.58 ^(N) \$51,490.56	\$396,764.88	1/2%-20 days	Yes-5%
Sutter Building Maint.	\$104,949.31 ^(N) \$110,472.96	\$69,631.20 ^(N) \$73,296.00 ⁽¹⁾	\$ 17,381.81 ^(N) \$ 18,296.64	\$43,617.31 ^(N) \$45,912.96	\$29,069.09 ^(N) \$30,599.04	\$278,577.60 ⁽¹⁾	Not Acceptable	Yes-5%
Janico Building Services (Primary)	\$ 59,148.00 ^(N) \$ 63,600.00	\$37,665.00 ^(N) \$40,500.00	\$ 16,907.40 ^(N) \$ 18,180.00	\$28,737.00 ^(N) <u>\$30,900.00</u>	\$19,530.00 ^(N) \$21,000.00	\$174,180.00	2%-20 days	Yes-5%
Barton Janitorial	No Bid	No Bid	\$415,644.00 ^(N) \$437,520.00	No Bid	No Bid	Not Applicable	None	Yes-5%
Somers Building Maint.	\$105,468.00	\$63,804.00	\$ 25,644.00	\$50,652.00	\$28,056.00	\$273,624.00	None	None
Smith's Action Maintenance Janitorial Co., Inc.	\$ 84,047.41 ^(N) \$ 88,470.96	\$50,976.47 ^(N) \$53,659.44	\$ 19,747.42 ^(N) \$ 20,786.76	\$69,109.99 ^(N) \$72,747.36	\$21,165.35 ^(N) \$22,279.32	\$257,943.84	Not Acceptable	Yes-5%
Martin & Martin ⁽²⁾	\$116,063.40 ^(N) \$122,172.00 ⁽¹⁾	\$76,015.20 ^(N) \$80,016.00	\$ 24,156.60 ^(N) \$ 25,428.00	\$54,628.80 ^(N) \$57,504.00	\$36,081.00 ^(N) \$37,980.00	\$323,100.00	None	Yes-5%
Superior Building Service (Alternate)	\$ 85,560.00 ^(N) \$ 93,000.00	\$46,986.24 ^(N) \$51,072.00	\$ 12,375.84 ^(N) <u>\$ 13,452.00</u>	\$35,438.40 ^(N) \$38,520.00	\$23,040.48 ^(N) \$25,044.00	\$221,088.00	3%-20 days	Yes-5%

^(N) Total includes prompt payment discount and M/WBE preference, if applicable.

⁽¹⁾ Total(s) corrected for vendor mathematical error(s)

⁽²⁾ Bid bond not submitted with bid. Bid rejected.

⁽³⁾ Contractor requested that their bid be withdrawn.

BID TABULATION SHEET FOR BID NO. 1629 (Con't)

Original Estimated Cost: \$190,000.00

Total Bid Amount(s): \$147,594.61

Total Amount of Contract: \$190,000.00*

Using Department: Facility Management Division

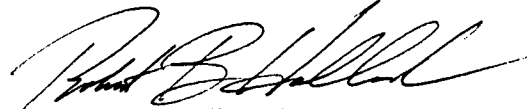
Due Date: March 9, 1994

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
70	42	8	Yes (2)

*The combined totals of the lowest responsible bids (Zones 1 thru 5) being proposed for award is \$147,594.61 and represents the current cost for five days per week janitorial services in the facilities as specified in the bid. Authorization is requested to enter into contract(s) in a total amount not to exceed \$190,000.00 per year, which will allow for the addition of facilities, changes in scope of work, and price adjustments in subsequent contract years, in accordance with the provisions of these potentially three-year contracts.

award as primary contractor in Zones 1, 2 and 5 is a black male-owned firm which is currently in the process of being certified by the City Office of Minority, Women and Small Business. The contract award value for Zones 1, 2 and 5 is \$105,066.13. Although the bid included provisions for applying a 5% M/WBE bid preference, the preference was not applied to this M/WBE bidder because the firm was not City-certified at the time of bid opening. The firm's bid was the low bid for the subject three zones without applying the 5% bid evaluation preference. The vendor recommended for award of Zone 3 is a non-minority owned firm. This Zone totals \$11,628.48 per year. The contractor recommended for award of Zone 4 is a City-certified black male-owned enterprise. The yearly total for Zone 4 is \$30,900.00. The total recommended award to minority businesses is \$135,966.13 or ninety-two (92%) percent of the contract. The contractor recommended as designated alternate for Zone 3 is a City-certified hispanic male-owned business and the contractor recommended as alternate for Zone 4 is a City-certified black male-owned business. The designated alternate for Zones 1, 2 and 5 is a non-minority firm. In the unlikely event that it is necessary to utilize firms other than those designated as the primary or alternate contractors, award within zones will be made on the basis of next lowest responsible bidder. The 5% M/WBE bid evaluation preference has been utilized in determining the hierarchy of responsible bidders.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



William H. Edgar
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1629 - JANITORIAL SERVICES**

Award of Contracts To:

Primary Contractors

Zones 1, 2 and 5
 Hands-On Executive Service (MBE)
 4515 Valley Hi Drive
 Sacramento, CA 95823

Zone 3
 Acme Building Maintenance
 720 Sunrise Ave., Ste. A232
 Sacramento, CA 95818

Zone 4
 Janico Building Services (MBE)
 777 Campus Commons Rd., Ste. 200
 Sacramento, CA 95825

Secondary/Alternate Contractors

Zones 1, 2 and 5
 Acme Building Maintenance
 720 Sunrise Ave., Suite A232
 Roseville, CA 95661

Zone 3
 Superior Building Service (MBE)
 1155 Meredian Ave., Ste. 121
 San Jose, CA 95125

Zone 4
 Camellia Services (MBE)
 4042 De La Vina Way
 Sacramento, CA 95823

<u>Bidder</u>	<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone 3</u>	<u>Zone 4</u>	<u>Zone 5</u>	<u>Total</u>	<u>Prompt Payment Discount</u>	<u>MWBE Preference</u>
Hands-On Executive Service (Primary)	\$ 53,033.61 ^(N) <u>\$ 54,533.28</u>	\$33,166.62 ^(N) <u>\$34,104.49</u>	\$ 15,341.62 ^(N) \$ 15,775.44	\$41,463.51 ^(N) \$42,636.00	\$15,976.58 ^(N) <u>\$16,428.36</u>	\$163,477.57	2.75%-25 days	None
Victory Building Maint. ⁽³⁾	\$ 61,813.38 ^(N) \$ 62,124.00	\$41,013.90 ^(N) \$41,220.00	\$ 8,501.28 ^(N) \$ 8,544.00	\$25,671.00 ^(N) \$25,800.00	\$17,050.32 ^(N) \$17,136.00	\$154,824.00	1/2%-20 days	None
Acme Building Maintenance (Primary/Alternate)	<u>\$ 55,405.20</u>	<u>\$36,855.00</u>	<u>\$ 11,628.48</u>	\$32,295.24	<u>\$18,832.08</u>	\$155,016.00	None	None
Camellia Services (Alternate)	\$103,386.60 ^(N) \$108,828.00 ⁽¹⁾	\$54,594.60 ^(N) \$57,468.00	\$ 39,740.40 ^(N) \$ 41,832.00	\$28,910.40 ^(N) <u>\$30,432.00</u>	\$21,204.00 ^(N) \$22,320.00 ⁽¹⁾	\$260,880.00 ⁽¹⁾	Not Acceptable	Yes-5%