



APPROVED
DEC 18 2001
OFFICE OF THE
CITY CLERK

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DEPARTMENT OF
ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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November 15, 2001
PS:Admin:01-63:RBH:SA:rjf

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1858 FOR JANITORIAL SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$750,000 PER CONTRACT YEAR

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications, accept the lowest responsible bids, and adopt the attached Resolution calling for award of the contracts resulting from Bid No. 1858 for Janitorial Services. Awards are recommended to: 1) Universal Building Services (UBS), 3120 Pierce Street, Richmond, CA 94804 for Item No. 1- City Facilities, in a total amount not to exceed \$325,000 per contract year; and 2) Pride Industries, 10030 Foothills Blvd., Roseville, CA 95747 for Item No. 2- Convention Center Facilities, in a total amount not to exceed \$425,000 per contract year of this potential five-year contract.

CONTACT PERSONS:

Jim Johnston, General Supervisor, 433-2288

Tina McCarty, Administrative Services Officer, 264-8220

Steve Alstrom, Senior Buyer, 433-6343

FOR COUNCIL MEETING: December 18, 2001

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 for award of Bid No. 1858 for janitorial services that will be performed in City facilities and at the Convention Center Complex.

BACKGROUND:

The contracts addressed in this report will provide for janitorial services to be performed in City facilities on a City-wide basis and at the Convention Center Complex. The contract for City facilities will be administered by the Maintenance Services Division of the Department of Public Works. The contract for the Convention Center Complex, which augments services performed by City staff during all event phases held in the Convention Center facilities, will be administered by Convention Center staff.

On August 9, 2001, the City Council adopted Resolution No. 2001-550, which suspended formal competitive bidding and authorized staff to utilize a pre-qualification process to select contractors to participate in competitive bidding for these janitorial services contracts that will become effective January 1, 2002. Requests for Qualifications (RFQ) were mailed to thirty contractors, eighteen of which were identified as certified emerging or small business enterprises. The RFQ was also publicly advertised both on the City's internet bid page and the City's recorded Bid Announcement Line for a period of three weeks, resulting in inquiries from six additional firms beyond those to whom solicitations were initially sent. As a result of the RFQ process, eight firms submitted qualification proposals. The pre-qualification process considered contractors based on their ability, capacity, and skill to perform the contract, experience and efficiency, and quality of performance on previous contracts of similar size and scope. Following evaluation of the proposals, five of the firms were determined qualified to participate in the competitive bidding process. Bids were mailed to these five firms by the City Clerk on October 10, 2001, and were publicly opened on October 31, 2001.

Based on the results of the pre-qualification and subsequent competitive bidding process, staff recommends that contracts be awarded to: 1) Universal Building Services (UBS), 3120 Pierce Street, Richmond, CA 94804 for Item No. 1- City Facilities, in a total amount not to exceed \$325,000 per contract year; and 2) Pride Industries, 10030 Foothills Blvd., Roseville, CA 95747 for Item No. 2- Convention Center Facilities, in a total amount not to exceed \$425,000 per contract year of this potential five-year contract. Theirs were the lowest responsible bids received, as shown in the attached bid tabulation sheet (Attachment 1). The requested authorization to enter into contracts in a combined total amount not to exceed \$750,000.00 per year will allow for the addition of facilities, changes in quantities of work, and price adjustments in subsequent contract years, in accordance with the provisions of these potential five-year contracts.

FINANCIAL CONSIDERATIONS:

The total combined cost of the two contracts is not to exceed \$750,000 per contract year. Sufficient funds are included in the current fiscal year budgets for the Maintenance Services Division for the janitorial services to be performed in City facilities and for the Convention Center for Convention Center Facilities. Both organizations anticipate receiving sufficient funding for these services in their respective budgets for the coming years during which the contracts may be extended. The contracts do include "funding out" provisions which permit the City to terminate the contracts in the event that sufficient funding is not available.

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ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

POLICY CONSIDERATIONS:

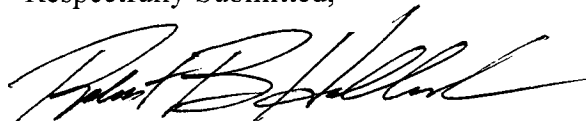
This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code. By Resolution No. 2001-550, the City Council suspended formal competitive bidding and authorized the use of a pre-qualification process and subsequent competitive bidding as described herein.

The contractors recommended for award of the new contracts are aware of the provisions of the recently-enacted Senate Bill 20 (SB-20 - Displaced Janitors), and have indicated their intent to comply with the provisions thereof.

ESBE CONSIDERATIONS:

Requests for qualifications were sent to thirty contractors, eighteen of which were identified as certified E/SBE firms. Of the eight responses received, three were from E/SBE firms. Of the five firms qualified to participate in the bidding process, one was a small business enterprise. In both the pre-qualification process and the competitive bid evaluations, five percent evaluation preferences were applied to the E/SBE firms in accordance with established City E/SBE policies. The contractors recommended for award, Universal Building Services and Pride Industries, are not emerging or small business enterprises.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

2 Attachments

BID NO. 1858 - JANITORIAL SERVICES

| Bidder | CITY FACILITIES | | | CONVENTION CENTER | | | 5% E/SBE Preference | Prompt Payment Discount |
|--------------------------------|-----------------------------|--------------------------|---------|-----------------------------|--------------------------|---------|---------------------|-------------------------|
| | Bid Total | Net Total ⁽¹⁾ | Ranking | Bid Total | Net Total ⁽¹⁾ | Ranking | | |
| Universal Building Services | \$222,372.00 | \$222,372.00 | 1 | \$368,800.00 | \$368,800.00 | 2 | None | Net 30 days |
| Pride Industries | \$359,681.76 | \$359,681.76 | 5 | \$352,580.00 | \$352,580.00 | 1 | None | 2%-20 days |
| Care Free Building Maintenance | \$286,246.56 ⁽²⁾ | \$266,209.30 | 2 | \$482,000.00 | \$448,260.00 | 4 | Yes | 2%-20 days |
| US Metro Group | \$284,100.00 | \$278,418.00 | 3 | \$398,040.00 ⁽²⁾ | \$390,079.20 | 3 | None | 2%-20 days |
| Somers Building Maintenance | \$329,868.36 ⁽²⁾ | \$329,868.36 | 4 | \$492,750.00 | \$492,750.00 | 5 | None | Net 30 days |

⁽¹⁾ Note: Net totals include 5% E/SBE bid evaluation preference and prompt payment discount, if applicable

⁽²⁾ Totals were corrected for minor mathematical errors; corrections did not change/alter standing or ranking

Award of Contracts To: **Item No. 1 - City Facilities**
 Universal Building Services
 3120 Pierce Street
 Richmond, CA 94804
\$325,000.00 (not-to-exceed)

Item No. 2 - Convention Center
 Pride Industries
 10030 Foothills Blvd
 Roseville, CA 95747
\$425,000.00 (not-to-exceed)

Original Estimated Cost: \$750,000.00

Total Bid Amounts: \$574,952.00

Total Amount of Contracts: \$750,000.00 ⁽³⁾

Using Department: Citywide/Convention Center

Bid Due Date: October 31, 2001

⁽³⁾ Recommended contract amounts will allow for addition of facilities, changes in quantities of work, and price adjustments in subsequent contract years, in accordance with the provisions of these potential five year contracts.

Total No. of
Bids Solicited

No. of E/SBE
Bids Solicited

No. of E/SBE
Responses

Award to
E/SBE Vendor?

30

18

3

No

APPROVED

DEC 18 2001

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 2001-84b

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AWARDING CONTRACTS FOR JANITORIAL SERVICES
ON A POTENTIAL MULTI-YEAR BASIS**

BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL THAT:

- 1) Contracts resulting from Bid No.1858 for Janitorial Services are hereby awarded to: 1) Universal Building Services (UBS), 3120 Pierce Street, Richmond, CA 94804 for Item No. 1 - City Facilities, in a total amount not to exceed \$325,000 per contract year; and 2) Pride Industries, 10030 Foothills Blvd., Roseville, CA 95747 for Item No. 2 - Convention Center Facilities, in a total amount not to exceed \$425,000 per contract year.
- 2) Based on satisfactory performance, the above contracts may be extended on a year-to-year basis, not to exceed a total of five years and in accordance with contract specifications, provided that sufficient funds are budgeted by the City Council for each contract year.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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