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DEPARTMENT OF  
FINANCE  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA  
PS:Admin:00-36:RBH:SA:bd  
June 14, 2000

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SACRAMENTO, CA  
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City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AWARD OF INTERIM CONTRACT FOR JANITORIAL SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$125,000.00**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

Staff recommends that the City Council suspend formal competitive bidding and adopt the attached Resolution which accepts the results of an informal competitive solicitation and authorizes the City Manager to execute an interim six-month contract for janitorial services for City facilities with Somers Building Maintenance, Inc., in a total amount not to exceed \$125,000.00.

**CONTACT PERSONS:**

Jim Johnston, Maintenance Services General Supervisor, 433-2288  
Steve Alstrom, Senior Buyer, 433-6343

**FOR COUNCIL MEETING:** June 20, 2000

**SUMMARY:**

This report recommends that the City Council suspend formal competitive bidding and adopt the attached Resolution which accepts the results of an informal competitive solicitation and authorizes the City Manager to execute an interim six-month contract for janitorial services for City facilities with Somers Building Maintenance, Inc., in a total amount not to exceed \$125,000.00.

**BACKGROUND:**

In December, 1997, City Council awarded formal competitive Bid No. 1764 for janitorial services to River City Maintenance, Inc., of Sacramento, in a total amount not to exceed \$280,000.00 per contract year. River City Maintenance, Inc. has been performing janitorial services Citywide for approximately two and one-half years. On May 24, 2000, River City Maintenance, Inc., notified City staff that, because of a serious health condition of the owner, the firm has decided to withdraw from the janitorial portion of its business, and will

**ESBE CONSIDERATIONS:**

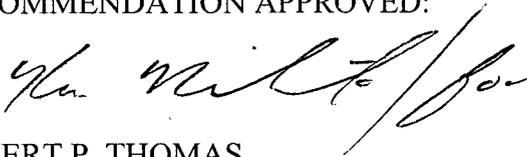
Somers Building Maintenance, the firm recommended for award of this interim contract, is not a certified ESBE firm. Due to the scope of services required and the short time-frame available to arrange for an interim contract, only larger firms are believed capable of handling the City contract on a short-notice basis. The City's ESBE policies will be considered when the competitive solicitation is undertaken for establishment of a new janitorial services contract.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

**RECOMMENDATION APPROVED:**



ROBERT P. THOMAS  
City Manager

1 Attachment

**APPROVED**  
JUN 20 2000  
OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 2000-349**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**A RESOLUTION SUSPENDING FORMAL COMPETITIVE BIDDING  
FOR AN INTERIM JANITORIAL SERVICES CONTRACT  
IN A TOTAL AMOUNT NOT TO EXCEED \$125,000.00**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

1. In the best interest of the City of Sacramento, formal competitive bidding is hereby suspended for the establishment of an interim janitorial services contract for City facilities for a period not to exceed six months; and
2. The results of an informal competitive solicitation for janitorial services for City facilities are accepted; and
3. The City Manager is hereby authorized to execute the necessary contract for janitorial services with Somers Building Maintenance, Inc., Sacramento, CA, in a total amount not to exceed \$125,000.00.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

(4)

no longer provide services for City facilities after June 30, 2000. This unexpected notice, while within the provisions of the contract, does not allow sufficient time to develop new specifications and formally competitively bid this requirement. Had the contractor not chosen to terminate the contract early, it would have been scheduled to expire in December, 2000, with the option to extend it for two additional years upon mutual agreement. Because the City cannot do without janitorial services for an extended length of time, arrangements have been made to establish an interim contract for janitorial services, to take effect on July 1, 2000.

Public Works Maintenance Services staff contacted three janitorial contractors believed to have sufficient resources to immediately provide the needed services to the City. Two of the firms contacted - Jani-King of California, Inc. and Coverall of Central CA - had submitted bids for the City contract two and one-half years ago (when the current contract was established). Somers Building Maintenance, Inc., a janitorial contractor with a large presence in the Sacramento area, was also contacted. Proposals for the proposed interim contract were received from Coverall of Central CA and Somers Building Maintenance. After evaluating the proposals, staff determined that Somers Building Maintenance is equipped and staffed appropriately to enter into this interim contract for janitorial services. Theirs was also the lower cost of the two proposals received. The estimated cost for these services is about \$19,750 per month. To cover the known requirements and provide contingency for unplanned cleaning needs, staff recommends that Council authorize a six-month interim contract in a total amount not to exceed \$125,000.00.

An additional consideration in establishing the interim contract is the effect on the labor force currently employed by River City Maintenance. In soliciting proposals for the interim contract, staff requested that consideration be given to retaining as many as possible of the River City Maintenance employees currently performing work in City facilities, if those employees would otherwise become unemployed as a consequence of this contract change. Somers Building Maintenance has agreed to work with River City Maintenance to employ as many such employees as possible under the proposed interim contract.

In view of the circumstances described above, staff recommends that Council suspend formal competitive bidding for janitorial services and approve an interim contract with Somers Building Maintenance, for a period not to exceed six months, through December 31, 2000, to allow new specifications to be prepared and a new contract to be established.

#### **FINANCIAL CONSIDERATIONS:**

Sufficient funds for the subject services have been included by Maintenance Services in the proposed budget for FY00/01.

#### **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 in accordance with the provisions of City Code Section 57.04.401(c), which authorizes suspension of formal competitive bidding upon a two-thirds vote of the City Council.