

APPROVED
BY THE CITY COUNCIL

DEC 9 1997

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CITY CLERK



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DEPARTMENT OF
FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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

December 9, 1997

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City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1764 FOR
JANITORIAL SERVICES IN THE TOTAL AMOUNT OF \$280,000.00**

LOCATION AND COUNCIL DISTRICT: City-wide; All districts

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No. 1764 for Janitorial Services. Award is recommended to River City Maintenance, Inc., 312 20TH Street, Sacramento, CA 95814, in a total amount not to exceed \$280,000.00 per contract year. This report also requests authorization to award contracts to secondary contractors as back-up resources, to be used only in the event that the primary contractor is unable to perform the services as required.

CONTACT PERSONS: Barbara Neira, Administrative Analyst II, 433-6346
Steve Alstrom, Senior Buyer, 433-6343

FOR COUNCIL MEETING: December 9, 1997

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. 1764 for Janitorial Services that will be performed in City facilities.

BACKGROUND:

The contract addressed in this report will provide for janitorial services to be performed in City facilities on a City-wide basis. The contract will be administered by the Maintenance Services Division of the Department of Public Works for City facilities identified in Zones 1-5. The Sacramento Public Library Authority will administer its portion of the contract for Zone 6, the library buildings.

Direct solicitations were mailed to thirty-one (31) contractors, of which twenty (20) were identified as minority/women business enterprise (M/WBE) firms. A mandatory pre-bid conference was conducted at which staff from the Procurement Services and Maintenance Services Divisions reviewed all contract specifications and requirements with the prospective bidders in attendance. Representatives from fifteen (15) firms attended this mandatory pre-bid conference.

To provide broad opportunity for contractor participation, while at the same time meeting the City's needs, facilities were divided into six (6) separate zones. Award criteria in the bid allowed for the City to award by zone, group of zones, or in total. This report recommends that the contract be awarded on the basis of the total bid to a primary contractor, with secondary contractors designated as alternates for the total contract. The secondary contractors will be utilized as a back-up resource, 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 the next ranked contractor are unable to perform, subsequent contracts would be issued to the next lowest bidder(s) until satisfactory service is received or until it is deemed in the City's best interest to re-bid the services.

Staff recommends that the contract be awarded to River City Maintenance, Inc., 312 20TH Street, Sacramento, CA 95814 as the primary contractor. Theirs was the lowest of seven (7) bid responses received as shown in the attached bid tabulation sheet (Attachment 1). Authorization is requested to enter into a contract in a total amount not to exceed \$280,000.00 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 this potential five (5) year contract. Secondary contractors, to be used only in the event the primary contractor is unable to perform, are shown and ranked in the attached bid tabulation sheet.

FINANCIAL CONSIDERATIONS:

Sufficient funds have been budgeted by the Maintenance Services Division for the janitorial services to be performed in City facilities, Zones 1-5. The Sacramento Public Library Authority will be invoiced separately and will pay directly for services in library buildings, as specified in Zone 6.

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 Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS:

Requests for bid (RFB) were sent to thirty-one (31) contractors, twenty (20) of which were identified as M/WBE firms. Of the seven (7) bids received, three (3) were from City-certified M/WBE firms. The recommended primary contractor, River City Maintenance, Inc., is not a minority or woman-owned enterprise. Of the secondary contractors, Quality Services Unlimited is a City-certified minority-owned firm. Neither of the two other M/WBE bidders offered a bid on the total contract, nor was theirs the lowest bid on any individual zone or group of zones.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



WILLIAM H. EDGAR
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1764 - JANITORIAL SERVICES**

Yearly Zone Costs	River City Maintenance, Inc.	Jani-King of California, Inc.	Coverall of Central CA	Quality Services Unlimited	Hands-On Executive Services	Ramussen & Associates (Service Master)	Aaron B. Connors (Camellia Services)
Zone 1	\$ 56,256.00	\$105,960.00	\$ 98,400.00	\$131,445.60	\$ 73,422.72	\$53,304.00	No Bid
Zone 2	\$ 35,940.00	\$ 39,660.00	\$ 38,088.00	\$ 62,735.40	\$ 48,162.00	No Bid	No Bid
Zone 3	\$ 14,040.00	\$ 12,864.00	\$ 17,532.00	\$ 11,949.60	No Bid	No Bid	No Bid
Zone 4	\$ 11,388.00	\$ 15,816.00	\$ 14,064.00	\$ 11,949.60	No Bid	No Bid	\$ 21,816.00
Zone 5	\$ 37,260.00	\$ 44,688.00	\$ 52,152.00	\$ 50,785.44	\$ 52,202.16	\$23,076.00	No Bid
Zone 6 (Libraries)	\$ 76,020.00	\$122,760.00	\$182,832.00	\$167,294.40	\$124,941.00	No Bid	\$107,712.00
Total All Zones	<u>\$230,904.00</u>	\$341,748.00	\$403,068.00	\$436,160.04	Not Applicable	Not Applicable	Not Applicable
Prompt Payment Discount	None	None	None	Not Acceptable	Not Acceptable	1% - 20 Days	Not Acceptable
M/WBE	No	No	No	Yes	Yes	No	Yes
Preference Eligible	No	No	No	No	No	No	Yes
Ranking	1	2	3	4			

(F)

Total Award of Contract To: River City Maintenance, Inc.
312 20th Street
Sacramento, CA 95814

Total Amount of Contract: \$280,000.00⁽¹⁾

Using Department: Maintenance Services Division, Public Works

Original Estimated Cost: \$138,000.00 (Less Libraries)

Due Date: November 12, 1997

Total Bid Amount: \$230,904.00 (\$154,884.00 City; \$76,020.00 Libraries)

⁽¹⁾ Authorization is requested to enter into a contract in a total amount not to exceed \$280,000.00 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 this potential five (5) year contract. Secondary contractors, to be used only in the event the primary contractor is unable to perform, are shown and ranked on Page 1 of this bid tabulation.

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
31	20	3	No