

TO: James L. App, City Manager
FROM: Joseph M. Deakin, Public Works Director
SUBJECT: Janitorial Contract Award
DATE: March 4, 2003

NEEDS: For the City Council to consider awarding a contract for janitorial services for most City facilities.

FACTS: 1. Currently, the City employs a contractor to clean City facilities via a janitorial services contract. The current contract will soon expire, so bids were solicited for janitorial services for the following City facilities:

Public Safety Center
City Hall/Library
Centennial Park Activity Center
Centennial Park Norris Gymnasium
Centennial Park Pool, Office and Locker Room
Paso Robles Youth Arts building
Airport Terminal
North County Transportation Center (Multi-Modal facility)
Senior Activity Center, and Veterans Center

2. The contract term will begin April 1, 2003 and end June 30, 2003. Pending adoption of the FY04/05 budget, the contract will continue until June 30, 2005.
3. Bid specifications were available and advertised since November 25, 2002. Specifications were provided to all requesting individuals and Notice Inviting Bids was published twice in a local publication.
4. Four (4) bids were received at the Bid Opening on February 13, 2003. The bids ranged from a low bid of \$13,045 per month to a high bid of \$16,445 per month.
5. The low bid of \$13,045 per month, submitted by North County Industries (NCI), was reviewed and deemed a responsive bid. In accordance with the City Purchasing and Payment Procedures Manual, award to the low responsive bidder is indicated.

**ANALYSIS
AND**

CONCLUSION: Currently the City owns and occupies buildings ranging from 400 square foot Parks restrooms to a 40,000 square foot Public Safety Building. To ensure that building users encounter a pleasant environment, the buildings must be cleaned regularly and properly.

The contract specifications include the custodial basics (dusting, litter removal, restroom cleaning) as well as the more complex janitorial jobs (machine scrubbing of hard floors, cleaning of interior/exterior windows, carpet care and cleaning). Regular inspection by City staff will monitor the contractor for compliance. To insure quality workers and service, the contract contains language requiring all on-site workers to undergo background checks before employment and wear badges identifying them as janitorial employees while working in or around a City facility.

POLICY

REFERENCE: Purchasing and Payment Procedures Manual

FISCAL

IMPACT: The \$13,045/month is currently budgeted in various program accounts.

- OPTIONS:**
- a.** Approve Resolution No. 03-xx awarding a janitorial contract to North County Industries of Paso Robles in the amount of \$13,045/month.
 - b.** Amend, modify or reject the above option.

Attachments (2)

- 1) Resolution
- 2) Bid Summary

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AWARDING A JANITORIAL CONTRACT TO NORTH COUNTY INDUSTRIES (NCI) OF
PASO ROBLES IN THE AMOUNT OF \$13,045/MONTH.

WHEREAS, the City currently employs a contractor to clean City facilities via a janitorial services contract; and

WHEREAS, janitorial services contract will soon expire; and

WHEREAS, Bid Specifications were available and advertised since November 25, 2002, and provided to all requesting individuals; and

WHEREAS, four (4) bids were received at the Bid Opening on February 13, 2003 ranging from a low bid of \$13,045/month to a high bid of \$16,445/month; and

WHEREAS, the low bid submitted by NCI was reviewed and deemed a responsive bid.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby award a janitorial services contract to NCI of Paso Robles in the amount of \$13,045/month.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 4th day of March 2003 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

JANITORIAL SERVICES FOR CITY FACILITIES

			NCI Affiliate, Inc. Paso Robles, CA		Brendler Janitorial Services Templeton, CA		Clean Sweep Janitorial Templeton, CA		Ameri-Kleen Watsonville, CA	
DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE
CENTENNIAL PARK - Activity Center (600 Nickerson Dr.)	1	LS	1,050.00	1,050.00	1,200.00	1,200.00	1,160.00	1,160.00	2,640.00	2,640.00
CENTENNIAL PARK - Norris Gymnasium (600 Nickerson Dr.)	1	LS	900.00	900.00	500.00	500.00	950.00	950.00	1,540.00	1,540.00
CENTENNIAL PARK - Park, Pool, Office and Locker Room (600 Nickerson Dr.)	1	LS	750.00	750.00	500.00	500.00	480.00	480.00	360.00	360.00
CITY HALL/LIBRARY (1000 Spring St.)	1	LS	3,000.00	3,000.00	2,900.00	2,900.00	2,895.00	2,895.00	3,300.00	3,300.00
MULTI-MODAL FACILITY (800 Pine St.)	1	LS	450.00	450.00	700.00	700.00	700.00	700.00	740.00	740.00
SENIOR ACTIVITY CENTER (270 Scott St.)	1	LS	625.00	625.00	1,300.00	1,300.00	1,650.00	1,650.00	1,460.00	1,460.00
VETERANS CENTER (240 Scott St.)	1	LS	570.00	570.00	1,000.00	1,000.00	1,160.00	1,160.00	550.00	550.00
PUBLIC SAFETY CENTER (900 Park St.)	1	LS	3,000.00	3,000.00	3,950.00	3,950.00	3,600.00	3,600.00	3,645.00	3,645.00
AIRPORT TERMINAL (4900 Wing Way)	1	LS	1,800.00	1,800.00	1,500.00	1,500.00	1,300.00	1,300.00	1,600.00	1,600.00
YOUTH ARTS CENTER (3201 Spring St.)	1	LS	900.00	900.00	1,100.00	1,100.00	950.00	950.00	610.00	610.00
TOTAL BID PRICE:				\$ 13,045.00		\$ 14,650.00		\$ 14,845.00		\$ 16,445.00