

TO: James L. App, City Manager
FROM: Meg Williamson, Interim Public Works Director
SUBJECT: Janitorial Contract Award
DATE: October 5, 2004

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

FACTS:

1. The City currently employs a contractor to clean the “major” City facilities listed below:
 - Public Safety Center
 - City Hall/Library
 - Centennial Park Activity Center
 - Centennial Park Norris Gymnasium
 - Centennial Park Pool, Office and Locker Room
 - Airport Terminal
 - North County Transportation Center (Multi-Modal facility)
 - Senior Activity Center and Veterans Center
2. This “major” group of facilities was bid recently and a contractor is working under contract. In addition, the City employs another contractor to clean the “other” City facilities listed below:
 - Pioneer Park Outdoor Restrooms
 - City Park Outdoor Restrooms
 - Centennial Park Outdoor Restrooms
 - Sherwood Park Outdoor Restrooms (2)
 - Robbins Field Outdoor Restroom
 - George E. Stephen Center
 - Paso Robles Youth Arts Center
 - Municipal Pool Indoor Pool Office and Locker Room
 - Municipal Pool Main Pool Restrooms
 - Kermit King Outdoor Joint Use Restrooms
3. The “other” group of facilities have not been formally bid for some time. To remain cost competitive for servicing these facilities, bids were solicited.
4. Bid specifications were available and advertised since August 11, 2004. Specifications were provided to all requesting individuals and Notice Inviting Bids was published twice in a local publication.
5. Three bids were received at the Bid Opening on September 9, 2004. The bids ranged from a low bid of \$4,464.00 per month to a high bid of \$6,201.00 per month.
6. The low bid of \$4,464.00 per month, submitted by Clean Sweep Janitorial, 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.

7. The new contract term would begin December 1, 2004 and is scheduled to end June 30, 2006. In addition, the contract allows four single year extensions if approved by the City Council.

ANALYSIS

AND

CONCLUSION: The City currently owns and/or occupies buildings that have a wide variation in cleaning needs. Facilities range in size from 400 square foot Parks restrooms to the 40,000 square foot Public Safety Building. These facilities must be cleaned regularly and properly to ensure a pleasant and sanitary environment for patrons.

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 low bid amount is within the City's currently budgeted amount for janitorial services.

- OPTIONS:**
- a. Approve Resolution No. 04-xx awarding a janitorial contract to Clean Sweep Janitorial in the amount of \$4,464/month.
 - b. Amend, modify or reject the above option.

Attachments (2)

- 1) Resolution
- 2) Bid Summary

RESOLUTION NO. 04-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AWARDING THE CONTRACT FOR JANITORIAL SERVICES FOR CITY FACILITIES
TO CLEAN SWEEP JANITORIAL SERVICES OF TEMPLETON, CALIFORNIA, AND
AUTHORIZING EXECUTION OF THE CONTRACT

WHEREAS, the bid opening for Janitorial Services for various City Facilities was held on September 9, 2004, with three bids received; and

WHEREAS, City staff reviewed the bids received and has recommended that the bid be awarded to the low bid of \$4,464.00/month submitted by Clean Sweep Janitorial of Templeton, California ; and

WHEREAS, City Council has approved funding for this project in the current Public Works Department, Building Maintenance Division budget; and

WHEREAS, the contract term will begin December 1, 2004, and end June 30, 2006, with the potential for four single year extensions.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the City Council of the City of Paso Robles does award the bid for janitorial services for City facilities to Clean Sweep Janitorial in the amount of \$4,464.00 per month.

SECTION 2. That the City Council of the City of Paso Robles does authorize the City Manager to execute the contract with Clean Sweep Janitorial for janitorial services for various City facilities.

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 5th day of October 2004 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

JANITORIAL SERVICES FOR CITY FACILITIES

DESCRIPTION	DAYS	Clean Sweep Janitorial Paso Robles, CA		NCI Affiliates, Inc. Paso Robles, CA		Brendler Janitorial Templeton, CA			
		BOND AMT	UNIT PRICE	BOND AMT	UNIT PRICE	BOND AMT	UNIT PRICE		
GEORGE E. STEPHEN CENTER (3050 Park Street)	7	450.00	795.00	620.10	1,000.00	597.50	975.00		
INDOOR POOL OFFICE & LOCKER (28th & Oak Streets)	7		250.00		670.00		800.00		
MAIN POOL (28TH & Oak Streets)	7		465.00		1,004.00		1,100.00		
CENTENNIAL PK OUTDOOR RSTRM (600 Nickerson Drive/South side)	7		265.00		427.00		395.46		
CITY PARK OUTDOOR RESTROOM (11th and Park Streets)	7		350.00		427.00		395.46		
SHERWOOD PARK RESTROOM (Creston Road)	7		248.00		427.00		395.46		
SHERWOOD PARK Scott St.)	7		248.00		427.00		395.46		
PIONEER PARK (1910 Riverside)	7		350.00		427.00		395.46		
KERMIT KING SCHOOL (700 Schoolhouse Circle)	2		248.00		65.00		102.26		
ROBBINS FIELD OUTDOOR RESTRM (6th and Park Streets)	7		350.00		427.00		395.46		
PASO ROBLES YOUTH ARTS CTR (32nd and Spring Street)			895.00		900.00		625.00		
TOTAL BID PRICE:			\$ 4,464.00		\$ 6,201.00		\$ 5,975.02		

Bid Opening Date: March, 18 2004

**City of Paso Robles
Public Works Department**

BID OPENING FORM

PROJECT NAME: Janitorial Services for Park Restrooms, Pools, GESG, & PRYA	PROJECT NO.:
BID OPENING DATE: Thursday, September 9, 2004	
BID OPENING TIME: 2:00pm	

BIDDER/CONTRACTOR	BID AMOUNT
Clean Sweep Janitorial	\$4,464.00
Brendler Janitorial	\$5,975.00
NCI Affiliates	\$6,201.00

BID OPENED BY: _____