



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JANUARY 17, 2017**

FROM: PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: AGREEMENT FOR JANITORIAL MAINTENANCE SERVICES FOR VARIOUS CITY COMMUNITY CENTERS WITH VALLEY MAINTENANCE CORPORATION, OF LOS ANGELES, CALIFORNIA, IN THE AMOUNT OF \$132,582.56 FOR SERVICES THROUGH JUNE 30, 2017

ISSUE:

Approve the Agreement for Janitorial Maintenance Services for Various City Community Centers with Valley Maintenance Corp. of Los Angeles, California, for janitorial maintenance service for City community centers through June 30, 2017, in the amount of \$132,582.56.

RECOMMENDATIONS:

That the City Council:

1. Approve the Agreement for Janitorial Maintenance Services for Various City Community Centers with Valley Maintenance Corp. for janitorial maintenance services for City community centers for the amount of \$132,582.56, with an expiration date of June 30, 2017; and
2. Authorize the City Manager, or his designee, to execute the Agreement with Valley Maintenance Corp., including making minor and non-substantive changes.

BACKGROUND:

On December 13, 2011 the City Council awarded an Agreement to Valley Maintenance Corp., for annual janitorial services in various City community centers with the option to execute up to four annual extensions. All four extensions have been executed.

On September 21, 2016, the Parks, Recreation & Community Services Department (PRCSD) posted a Request for Proposal for Annual Janitorial Maintenance Services for City Community Centers, RFP No. 1653. Ten companies attended the non-mandatory pre-proposal conference, and on October 26, 2016, the City received eight proposals in response. The proposals were evaluated by PRCSD and Purchasing Division staff. Five out of eight proposals were deemed non-responsive and negotiation efforts were not successful in selecting a provider.

DISCUSSION:

The Department's previous five-year janitorial agreement expired on December 31, 2016. Since the RFP process did not result in successful negotiations for a new contract, staff recommends entering into a short-term agreement expiring on June 30, 2017, with the existing provider at current rates. This will allow staff to modify the scope of the RFP and to re-issue it in order to be able to award a longer-term agreement.

The Purchasing Services Manager concurs with the recommendations.

FISCAL IMPACT:

Funds in the amount of \$132,582.56 are available in the adopted budget, Professional Services account number 5215000-421000, to cover the cost of janitorial maintenance from January 18, 2017 through June 30, 2017.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Scott G. Miller, PhD, Chief Financial Officer/City Treasurer
Approved by: Alexander T. Nguyen, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement