



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 27, 2017**

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

**SUBJECT: AGREEMENT FOR ANNUAL JANITORIAL MAINTENANCE SERVICES WITH BREAKMART LLC DBA MD COMMERCIAL CLEANING, FROM REQUEST FOR PROPOSALS NO 1679 FOR ANNUAL JANITORIAL MAINTENANCE SERVICES FOR CITY COMMUNITY CENTERS, IN THE AMOUNT OF \$424,693.80 FOR THE TERM OF JULY 1, 2017, TO DECEMBER 31, 2018, WITH THE OPTION FOR THREE ADDITIONAL ONE YEAR TERMS**

## **ISSUE:**

Approve the Agreement for Annual Janitorial Maintenance Services with Breakmark LLC., dba MD Commercial Cleaning, of Oceanside, California, from Request for Proposals No 1679 for Annual Janitorial Maintenance Services for City Community Centers, in the amount of \$424,693.80 for the term of July 1, 2017, to December 31, 2018, with the option to extend the agreement for three additional one year terms,

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Agreement for Annual Janitorial Maintenance Services with BreakMart LLC dba MD Commercial Cleaning for annual janitorial maintenance services for City community centers, for the period of July 1, 2017 – December 31, 2018, in the amount of \$424,693.80;
2. Authorize the City Manager, or his designee, to execute the Agreement for Annual Janitorial Maintenance Services with BreakMart LLC dba MD Commercial Cleaning, including making minor and non-substantive changes;
3. Authorize the City Manager, or his designee, to execute up to three annual extensions, provided that annual amounts are included in subsequent approved budgets; and
4. Authorize the City Manager, or his designee, to execute change orders not to exceed 10% of the agreement amount.

**BACKGROUND:**

The Parks, Recreation and Community Services Department's (PRCSD) previous five-year agreement with Valley Maintenance Corp. for janitorial services expired on December 31, 2016. On September 21, 2016, PRCSD issued RFP No. 1653 seeking a new janitorial maintenance contractor. Proposals were either deemed non-responsive or negotiation efforts were not successful in selecting a provider.

On January 17, 2017, the City Council authorized an interim service agreement with the previous janitorial service provider, for the period of January 2017 – June 2017, thereby allowing the Department the opportunity to issue a new Request for Proposals.

In January 2017, PRCSD issued RFP No. 1679 for Annual Janitorial Maintenance Services for City community centers. Six companies attended the non-mandatory proposer's conference and on March 9, 2017, the City received eight proposals. The proposals were evaluated by PRCSD and Purchasing Division staff, and six of the eight proposals were determined to be responsive.

**DISCUSSION:**

Proposals were reviewed for format and content, including qualifications, experience, equipment, and price. Staff interviewed the top three companies that submitted responsive proposals. Contract negotiations were undertaken with BreakMart LLC dba MD Commercial Cleaning, resulting in the attached janitorial maintenance agreement covering the period of July 1, 2017 - December 31, 2018.

Under the agreement, BreakMart LLC dba MD Commercial Cleaning will provide janitorial maintenance services at 21 PRCSD facilities, seven days per week. The rates offered by BreakMart LLC dba MD Commercial Cleaning are 2% lower than current contract rates.

The Purchasing Services Manager concurs with the recommendations.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$424,693.80. The funds are available as described in the following table.

<b>Fiscal Impact of RFP No. 1679</b>				
<b>Fiscal Year</b>	<b>Terms</b>	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
2017/2018	July 1, 2017 - June 30, 2018	5215000-421000	Professional Services	\$283,129.20
2018/2019	July 1, 2018 – Dec. 31, 2018	5215000-421000	Professional Services	\$141,564.60
<b>Total</b>				<b>\$424,693.80</b>

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