



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 17, 2019**

**FROM: GENERAL SERVICES DEPARTMENT      WARDS: ALL**

**SUBJECT: AGREEMENT WITH UNIVERSAL BUILDING MAINTENANCE, LLC DOING BUSINESS AS ALLIED UNIVERSAL JANITORIAL SERVICES FOR ANNUAL CUSTODIAL SERVICES AT VARIOUS CITY FACILITIES PURSUANT TO REQUEST FOR PROPOSALS NO. 1914 FOR A TERM OF 33 MONTHS FROM OCTOBER 1, 2019 TO JUNE 30, 2022, WITH THE OPTION TO EXTEND FOR THREE ADDITIONAL ONE YEAR TERMS, FOR A CONTRACT AMOUNT OF \$1,902,329.75; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$285,349.46 FOR A TOTAL CONTRACT AMOUNT OF \$2,187,679.21 FOR THE INITIAL TERM**

## **ISSUES:**

Approve an agreement with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services to provide janitorial services for various City facilities for a term of 33 months from October 1, 2019 to June 30, 2022, with the option to extend for three additional one year terms, for a contract amount of \$1,902,329.75; and authorize a 15% change order authority in the amount of \$285,349.46 for unforeseen service needs, for a total contract amount of \$2,187,679.21.

## **RECOMMENDATION:**

That the City Council:

1. Approve the Services Agreement with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services for Annual Custodial Services for Various City Facilities in the amount of \$1,902,329.75 for the term from October 1, 2019, to June 30, 2022, with the option to extend for three additional one year terms;
2. Authorize a 15% change order authority in the amount of \$285,349.46 for unforeseen changes in service to include but not be limited to requests to increase service frequency, add facilities, and for special or emergency services; and,
3. Authorize the City Manager or his designee to execute the Agreement for Annual Custodial Services with Universal Building Maintenance, LLC of Pasadena, California dba Universal Janitorial Services, including making minor and non-substantive changes and the optional contract extensions.

## **BACKGROUND/LEGISLATIVE HISTORY:**

The General Services Department (General Services) is responsible for the maintenance of City facilities, including custodial services. On March 19, 2019, General Services issued Request for Proposals (RFP) No. 1914 soliciting qualified vendors to provide annual custodial services for various City facilities. A non-mandatory pre-proposal meeting was held on April 15, 2019, and final proposals were due on April 29, 2019.

A total of ten proposals were received for RFP No. 1914, all of which were deemed responsive. A Selection Committee (Committee) was convened to review the proposals, consisting of representatives from the General Services, Fire, Library, Public Utilities, and Public Works departments. The proposals were evaluated and scored on the basis of vendor experience, qualifications, proposed pricing, demonstrated ability and willingness to adhere to the time frames required for proposed services, and financial resources sufficient to maintain solvency while performing the services. The six (6) highest scoring proposers were then invited to interview with the Committee on May 22, 2019.

After careful consideration, the Committee selected Universal Building Maintenance, LLC of Pasadena, California dba Universal Janitorial Services as the most qualified responder to best meet the RFP requirements for the janitorial needs of the City.

## **DISCUSSION:**

### **Scope of Services**

Forty-one facilities will be serviced under this agreement including several Public Utilities facilities, all Libraries, City Hall, Airport, Museum, Corporation Yard and others. Additional facilities requiring new custodial service may be added or deleted, as needed.

The work to be performed consists of complete and thorough custodial maintenance of the City's various facilities to include but not be limited to lobbies, kitchens, restrooms, offices and classrooms. Custodial services shall include but not be limited to the cleaning of granite counters and ceramic tile; carpet and upholstery cleaning; cleaning and polishing drinking fountains and other metal surfaces; window washing; litter and debris removal; restocking restroom and kitchen soap and paper supplies; clean, sweep, dry mop, wet mop, strip, wax, sanitize, scrub and vacuum floors; clean, scrub and maintain walls; clean ceiling vents; remove cobwebs; clean window sills, windows, light fixtures, plumbing fixtures and window coverings; graffiti removal; and other maintenance required to maintain the facilities listed in the RFP. Furthermore, all facilities are to be cleaned and prepared for business by 5:00 a.m.

General Services will closely monitor the vendor's performance under the initial term of the agreement, and the City retains the ability to terminate the agreement if service levels are not acceptable.

### **Compensation**

Pricing is to remain firm for the initial contract through June 30, 2022. Should the option to renew for additional years be exercised, the City and Allied Universal Janitorial Services may negotiate any and all price modifications.

Funds have been budgeted in FY 2019/20 in the following accounts to cover the cost of this agreement:

Account Number	Department	Dollar Amount
1140000-450050	City Manager Communication	\$2,239.34
2210000-421000	General Services	\$47,807.37
2245000-421000	Riverside Airport	\$9,045.28
2855304-424130	Community& Economic Development	\$3,306.16
3510000-421000	Fire Department	\$5,882.35
4125400-424130	Public Works Sewer Division	\$38,615.90
4150000-424130	Public Works Administration	\$11,969.92
5130000-421000	Library	\$140,798.48
5215000-421000	Parks Administration	\$8,308.91
5305000-421000	Museum	\$4,349.48
6000010-421000	Public Utilities	\$120,443.95
6120139-421000	Public Utilities – Riverside Energy Resources Center	\$7,182.26
7222100-421000	City Hall Occupancy	\$86,901.49
<b>Total</b>		<b>\$486,850.89</b>

The Purchasing Services Manager concurs that the recommendation complies with purchasing Resolution No. 23256.

#### **FISCAL IMPACT:**

The total cost of the contact is \$1,902,329.75. Sufficient funds in the amount of \$486,805.89 have been budgeted in FY 2019/20 to cover the period of October 1, 2019 through June 30, 2020. Additional funding will be allocated in the above-referenced budgets during future fiscal years.

Prepared by: Carl Carey, General Services Director  
 Certified as to  
 availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
 Approved by: Moises Lopez, Deputy City Manager  
 Approved as to form: Gary G. Geuss, City Attorney

#### **Attachments:**

1. Janitorial Services Agreement with Universal Building Maintenance, LLC of Pasadena, California dba Universal Janitorial Services
2. RFP NO. 1914 Award Recommendation