



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 18, 2020**

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

**SUBJECT: AGREEMENT FOR CUSTODIAL SERVICES AT VARIOUS CITY FACILITIES FOR SUPPLEMENTAL SANITIZATION SERVICES DUE TO COVID-19 EMERGENCY WITH UNIVERSAL BUILDING MAINTENANCE, LLC DOING BUSINESS AS ALLIED UNIVERSAL JANITORIAL SERVICES TO PROVIDE JANITORIAL SERVICES FOR A TERM OF 12 MONTHS FROM MARCH 23, 2020 TO MARCH 23, 2021, FOR AN ESTIMATED CONTRACT AMOUNT OF \$500,000; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$75,000 FOR AN ESTIMATED TOTAL CONTRACT OF \$575,000, IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 702 (G)**

## **ISSUE:**

Approve an Agreement for Custodial Services at Various City Facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services for supplemental services due to COVID-19 emergency for a term of 12 months from March 23, 2020, through March 23, 2021, for an estimated contract amount of \$500,000; and authorize a 15% change authority in the amount of \$75,000 for an estimated total contract of \$575,000, in accordance with Purchasing Resolution 23256, Section 702 (g).

## **RECOMMENDATION:**

That the City Council:

1. Approve an Agreement for Custodial Services at Various City Facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services for supplemental sanitization services due to COVID-19 emergency for a term of 12 months from March 23, 2020, through March 23, 2021, for an estimated contract amount of \$500,000, in accordance with Purchasing Resolution 23256, Section 702 (g);
2. Authorize a 15% change order authority in the amount of \$75,000 for unforeseen circumstances; and
3. Authorize the City Manager, or his designee, to execute an Agreement for Custodial Services at Various City Facilities with Universal Building Maintenance, LLC of Pasadena, California dba Allied Universal Janitorial Services, including making minor and non-substantive changes.

## **LEGISLATIVE HISTORY:**

On March 4, 2020, Governor Newsom declared a state of emergency for the State of California as a result of the threat of a Novel Coronavirus (COVID-19). On March 11, 2020, Governor Newsom issued his policy recommending the cancellation of public gatherings of 250 people or more and limitations on gatherings of people who are at higher risk for COVID-19 to 10 people or fewer, and delaying or canceling meetings where attendees cannot observe at least six feet of "social distance" from one another.

On March 8, 2020, the Riverside County's Public Health Officer declared a local health emergency based on an imminent and proximate threat to public health from the introduction of COVID-19 in Riverside County. On March 10, 2020, the County of Riverside ratified the local emergency.

On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic.

On March 13, 2020, President Trump declared the COVID-19 pandemic a national emergency.

On March 13, 2020, the City of Riverside declared a local emergency increasing efforts to protect the public from COVID-19. The City of Riverside's proclamation of local emergency notes that "there exists conditions of a disaster or of extreme peril to the safety of persons or property within the territorial limits of the City of Riverside that are beyond the control of the services, personnel, equipment and facilities of the City for the reason of COVID-19." The City Council ratified that declaration on March 17, 2020.

The Proclamation of Local Emergency regarding COVID-19 was reviewed and continued by the City Council on April 7, April 21, May 19, May 26, and June 16, 2020.

## **DISCUSSION:**

COVID-19 continues to be a severe threat to the health and welfare of people worldwide. The Center for Disease Control and Prevention (CDC) is continuing to monitor and respond to the outbreak of a respiratory illness caused by COVID-19. The CDC has advised that COVID-19 spreads easily from person to person through respiratory droplets produced when an infected person coughs, sneezes or talks. Furthermore, the CDC advises that it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes. For this reason, the CDC recommends frequent cleaning and disinfecting of high touch surfaces, such as tables, door handles, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks, etc. Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of the City's Safe Return to Work Plan framework, in accordance with recommendations from the CDC and California Occupational Safety and Health Administration (Cal/OSHA) COVID 19 Industry Guidance for reopening public spaces.

### **Scope of Services**

Forty-one facilities may need supplemental sanitization/cleaning services 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 will consist of daily disinfection teams that will go from facility to facility and disinfect high traffic touchpoints. The scope shall include but is not limited to the sanitization of lobby/common areas, chairs, countertops, tables, door handles, drinking fountains, elevator, restroom door handles, faucets, soap dispensers, and stairwell rails. Due to COVID-19, there may be a need to increase the frequency of service provided at individual facilities as they reopen, or to perform reactive disinfecting services in the event of a presumptive case of COVID-19 in the workplace. On request, the vendor can provide Evaclean, a new standard in infection prevention service (sporicidal/disinfectant), and detailed deep cleaning in designated employee work areas.

The work to be performed for this agreement will be in addition to current janitorial services, and therefore falls within Purchasing Resolution 23256, Section 702(g) which states that competitive procurement shall not be required "When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so;". Allied Universal Janitorial Services is the prevailing vendor from Request for Proposals (RFP) No. 1914 and has offered the additional cleaning services at the same prices they've previously offered.

General Services will closely monitor the vendor's performance during this contract, and the City retains the ability to terminate the agreement if service levels are not acceptable.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution 23256, Section 702(g).

### **FISCAL IMPACT:**

The fiscal impact of this action is estimated at \$575,000. The services fall under allowable COVID-19 emergency costs reimbursable at a rate of 75% by FEMA, with the remaining 25% expected to be reimbursed by emergency funding from State coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Account Number	Department	Dollar Amount
9915400-421000	COVID-19 Professional Services	\$575,000.00
<b>Total</b>		<b>\$575,000.00</b>

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

Attachment: Agreement