



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 6, 2021**

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

SUBJECT: APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH GUARANTEED JANITORIAL SERVICES, INC. OF CHINO, CALIFORNIA IN ACCORDANCE WITH RFP NO. 2010 FOR JANITORIAL MAINTENANCE SERVICES FOR CITY PARKS AND COMMUNITY CENTERS, FOR A TWO YEAR TERM FROM JULY 1, 2021 THROUGH JUNE 30, 2023 IN THE AMOUNT OF \$961,920.48 WITH THE OPTION TO EXTEND FOR THREE, ONE-YEAR TERMS

ISSUE:

Approve the Professional Services Agreement with Guaranteed Janitorial Services Inc. of Chino, California in accordance with RFP No. 2010 for janitorial maintenance services for City Parks and Community Centers for a two year term from July 1, 2021 through June 30, 2023 in the amount of \$961,920.48 with the options to extend for three, one year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve the Agreement with Guaranteed Janitorial Services, Inc. for janitorial maintenance services for City Parks and Community Centers, for the term of July 1, 2021 through June 30, 2023, in the amount of \$961,920.48; and
2. Authorize the City Manager, or his designee, to execute the Agreement with Guaranteed Janitorial Services, Inc., including making minor and non-substantive changes, amendments, contract extensions, and change orders, subject to availability of funds.

BACKGROUND:

On December 31, 2019, the Parks, Recreation and Community Services Department's (PRCSD) agreement for janitorial services expired and the agreement was not renewed/extended. PRCSD requested an interim agreement with Allied Universal Janitorial Services to begin in March 2020, for a period of four (4) months (March – June) while a formal RFP would be conducted to procure a new vendor with an updated executed services agreement. Due to unforeseen circumstances related to the COVID-19 pandemic and the abrupt closure of most City Community Centers, services were not rendered, and a formal RFP was not posted.

On December 1, 2020, an interim agreement with Allied Universal Janitorial Services, Inc. was approved by the City Council using a piggyback option pursuant to criteria found in Purchasing Resolution no. 23256 section 702(g) which states Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: 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. This was done in anticipation of a re-opening of City community centers and facilities. The interim agreement with Allied Universal Janitorial Services, Inc. is set to expire on July 1, 2021.

DISCUSSION:

On December 2, 2020, PRCSD issued RFP No. 2010 for Annual Janitorial Maintenance Services for City Parks and Community Centers through the City's online bidding system. A total of sixty-two prospective bidders registered for the RFP. The RFP closed on January 21, 2021 and the City received seven proposals and after review from the Purchasing Department it was determined that six of the seven proposals were considered responsive. The proposals were evaluated by the evaluation committee that consisted of various City Staff within the Parks and Recreation Department. On March 17, 2021 interviews were conducted with the top three ranked proposals.

After careful consideration it was determined that Guaranteed Janitorial services was the highest ranked vendor and most capable to meet the requirements as described in RFP No 2010.

Staff recommends that the agreement with Guaranteed Janitorial Services, Inc. for the Parks and Recreation Janitorial Maintenance Services be approved and executed for the term of July 1, 2021 through June 30, 2023. Under the agreement, Guaranteed Janitorial Services, Inc. will provide janitorial maintenance services at 23 PRCSD facilities, seven days per week.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

The total fiscal impact of the recommendation is \$961,920.48. The funds have been budgeted in the proposed Fiscal Year 2021-2022 Budget in the General Fund, Parks and Recreation-Parks Professional Services account number 5215000-421000.

Prepared by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney

Attachments:	1. Agreement
	2. Bid Award Recommendation