

City of Sacramento

Legislation Text

File #: 2020-00637, **Version:** 1

Title:

Contract: Citywide Janitorial Services [Published for 10-Day Review 06/19/2020]

File ID: 2020-00637

Location: Citywide

Recommendation:

Pass a Motion: 1) authorizing the City Manager or the City Manager's designee to award janitorial services contracts for a one-year period with four one-year renewal options to: a) Universal Building Services for a total amount not-to-exceed \$4.9 million, b) Crossroads Facility Services for a total amount not-to-exceed \$1.4 million, c) Lincoln Training Center for a total amount not-to-exceed \$1.3 million, and d) DMS Facility Services for a total amount not-to-exceed \$1.9 million; and 2) authorizing the City Manager or City Manager's designee to execute contracts and renewal options for the not-to-exceed amount specified for the vendors for a total not-to-exceed amount of \$9.5 million for the five-year period.

Contact: Gary O'Neill, Administrative Analyst, (916) 808-7432; Dawn Holm, Director of Finance, (916) 808-5574, Department of Finance

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Bid Recap Sheet
- 3-Agreement Crossroads Facility Services
- 4-Agreement DMS Facility Services
- 5-Agreement Lincoln Training Center and Rehabilitation Workshop
- 6-Agreement Universal Building Services and Supply Co.

Description/Analysis

Issue Detail: Janitorial services for more than sixty City facilities are currently provided by Lincoln Training Center and Crossroads Facility Services. The agreement with Lincoln Training Center expires on August 31, 2020, and the agreement with Crossroads Facility Services expires on October 31, 2020. The Finance Department, Procurement Division, issued Request for Bids No. B20061521002 on January 28, 2020. City facilities staff recommended that buildings be separated

into four groups under this Request for Bids. Groupings were determined by geography and/or by department(s) operating the facilities. Because a Request for Bids was issued, contracts must be awarded to the lowest bidder for each group:

Group	Locations	Winning Bidder
A	Central Locations and Corporation Yards administered by the Department of Public Works	Universal Building Services
B	Utilities and Recycling/Solid Waste	Crossroads Facility Services
C	Animal Care and Public Safety	Lincoln Training Center
D	Convention Center including Old Sacramento restrooms	DMS Facility Services

Eight potential contractors responded to the Request for Bids, and the lowest responsive, responsible bidder is recommended for contract award. See Attachment 2 - Bid Recap Sheet for bid details.

These agreements are subject to the City's Living Wage Ordinance, City Code Chapter 3.58. In response to questions and feedback provided by Councilmembers Ashby and Guerra, the City has agreed to incentivize enrollment in healthcare benefits for janitors by requiring contractors under these agreements to pay the top tier hourly wage under the Living Wage Ordinance regardless of whether an employee elects to enroll in the contractor's health plan. This requirement applies to the listed Janitorial Service contracts only.

Policy Considerations: The Sacramento City Code Section 4.04.020 and Council Rules of Procedure (Chapter 7, Section E.2.d) mandate that unless waived by a 2/3 vote of the City Council, all labor agreements and all agreements greater than \$1 million shall be made available to the public at least ten (10) days prior to the council action. This item was published for 10-day review on June 19, 2020 as required.

The recommendations in this report are in accordance with the provisions of City Code Chapter 3.56 regarding contracts for nonprofessional services.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): This report concerns administrative activities and governmental fiscal activities that do not constitute a "project" as defined by the CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines Section 15060(c)(3)).

Sustainability: Not applicable.

Commission/Committee Action: None.

Rationale for Recommendation: In accordance with City Code Section 3.56, the Procurement Division issued Request for Bids No. B20061521002 on January 28, 2020. The Request for Bids closed on March 4, 2020. Eight bids were submitted and evaluated. Contracts awarded as the result of the Request for Bids must be awarded to the lowest responsive and responsible bid for each group. Awarding by group allows the City's departments of Public Works, Public Safety, Utilities, and Convention and Cultural Services greater administrative control over janitorial services in their respective buildings.

Financial Considerations: Services will begin on September 1, 2020 and expire on August 31, 2021. There is a provision for four possible one-year extensions. The total not to exceed amount for all four contracts through the potential five-year contract period is \$9.5 million. Funding for these contracts is included in FY2020/21 operating budgets and/or capital improvement program budgets of the departments that require these services.

Local Business Enterprise (LBE): All the recommended contractors meet the LBE participation requirements.