



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Approve the Issuance of a Purchase Order to ABM for Janitorial Services on a Month-to-Month Basis in the Not to Exceed Amount of \$91,200 for the 2016/2017 Fiscal Year. (ACTION)  
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Date	Ver.	Action By	Action	Result
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For City Council Meeting [July 12, 2016]

TO: Honorable Mayor and City Council

APPROVAL: Michael E. Story, City Administrator

FROM: Robert G. Eisenbeisz, P.E., Public Works Director/City Engineer

Request City Council to Approve the Issuance of a Purchase Order to ABM for Janitorial Services on a Month-to-Month Basis in the Not to Exceed Amount of \$91,200 for the 2016/2017 Fiscal Year. (ACTION)

### **BACKGROUND:**

The Public Works Department coordinates building maintenance functions throughout the City, including janitorial services at various facilities. On October 31, 2015, the contract with Commercial Cleaning Systems for these services was terminated. On November 10, 2015, the City Council approved a Professional Services Agreement (PSA) with ABM to provide janitorial services for all City facilities, including offices and recreation facilities on an interim basis for a period of one year. The PSA with ABM is included as **Attachment 1**. ABM started providing janitorial services for Rialto in January 2016 with City staff providing these services in the interim period (November through January). ABM has promptly addressed all performance issues, and staff has been pleased with the performance to date.

### **ANALYSIS/DISCUSSION:**

The Public Works Department released Request for Proposals (RFP) #16-115 on May 12, 2016. The RFP was sent to various plan rooms and advertised in the San Bernardino Sun newspaper. The RFP was also sent to the twenty-four (24) janitorial vendors on the list maintained by the Purchasing Department.

The RFP required proposers to attend a mandatory pre-proposal meeting and have not less than ten years of related experience. On May 31, 2016, staff held the mandatory pre-proposal meeting. Ten firms attended the meeting. Staff entered the ten company names in the California Secretary of State’s website to confirm each company’s number of years in business. Of those firms, only three were believed to meet the minimum qualifications established in the RFP of being in business for a minimum of ten years.

The firms represented at the meeting were:

Company	City	Date Filed with California Secretary of State	Met Minimum Criteria
Commercial Cleaning Systems	El Segundo, CA	6/12/2007	No
Custom Service Systems	Riverside, CA	Unknown	Unknown
Facility Service	Las Vegas, NV	Unknown	Unknown
G.T.C.	Tustin, CA	Unknown	Unknown
Guaranteed Janitorial Services	Chino, CA	12/27/1990	Yes
Haynes Building Services	San Diego, CA	1952* *Date found on Company’s website	Yes
Lewhall Maintenance	Littlerock, CA	4/07/2010* Per the State website, this firm is currently suspended by the Franchise Tax Board	No
Merchants Building Maintenance	Pomona, CA	10/04/1968	Yes
Priority Building Services	Brea, CA	5/20/2005	No
Relax Janitorial	Paramount, CA	10/06/2014	No

After determining that only three firms met the minimum criteria, the Purchasing Department recommended cancellation of the RFP to provide sufficient time to revise the criteria and increase outreach efforts. The City issued Addendum No. 1 on June 1, 2016, to cancel the RFP. Staff is reviewing the requirements and advertising procedures, and preparing to re-release an RFP for janitorial services.

In the meantime, in order to provide janitorial services to the City, staff is requesting that the Council approve a Purchase Order to ABM in the amount of \$91,200, extending services for an additional three months on a month-to-month basis as allowed in the existing PSA, which expires on November 10, 2016.

ABM has successfully assumed responsibility of these services after a brief period that they were

performed by City staff. During the initial transition period, ABM made a concentrated effort to improve the conditions at every facility they were tasked with cleaning. The appearance of facility interiors was improved and Public Works staff received compliments from other departments regarding the improvement. ABM has met the City's expectations and staff is not aware of any complaints regarding their work.

**ENVIRONMENTAL IMPACT:**

Engaging in a service contract is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

In addition, approval of this action complies with the City of Rialto General Plan Goal:

**Goal 3-11:** Provide community facilities that adequately support established programs, can accommodate future needs, and are accessible to all members of the community.

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report.

**FINANCIAL IMPACT:**

Budget is available in the amount of \$365,000 in Building Maintenance Fund Account No. 770-500-7302-2011 for Janitorial Services. The current contract with ABM is a monthly average of \$30,400, including supplies. Staff recommends issuance of a purchase order for three months on a month-to-month basis for the Janitorial Services Contract with ABM for the 2016/2017 Fiscal Year in the amount of \$91,200. Funding for these services is included in the adopted budget for FY 2016-27.

A Business license application and payment of a Business License tax at the Professional Service rate in the amount of \$130.70 will be paid by the vendor prior to execution of the Professional Service Agreement/Purchase Order/ Construction Contract.

**RECOMMENDATION:**

Staff recommends that the City Council authorize the issuance of a Purchase Order to ABM in the amount of \$91,200 for janitorial services and supplies on a month-to-month basis for the 2016/2017 fiscal year.