



STEERING COMMITTEE

Agenda Report

Headquarters
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File #: 2025-4049

Agenda Date: 2/26/2025

Agenda Item No: 2.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

JANITORIAL & FLOOR MAINTENANCE SERVICES, SPECIFICATION NO. S-2024-646BD

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a General Services Contract to Gamboa Services Inc. DBA Corporate Image Maintenance for janitorial and floor maintenance services at Headquarters and Plant Nos. 1 and 2, Specification No. S-2024-646BD, for a total amount not to exceed \$1,401,623 for the period beginning April 1, 2025, through March 31, 2026, with four (4), one-year renewal options;
- B. Approve a contingency of \$140,162 (10%);
- C. Receive and file Eternal Love Limited Liability Company DBA Vested Solutions Inc. protest dated February 3, 2025, for Specification No. S-2024-646BD; and
- D. Receive and file Orange County Sanitation District's Determination Letter dated February 7, 2025, to Eternal Love Limited Liability Company DBA Vested Solution Inc. responding to protest.

BACKGROUND

The purpose of this Contract is to provide general cleaning and floor maintenance services, including all necessary labor, supplies, materials, and equipment, for buildings and offices at Orange County Sanitation District's (OC San) Headquarters, and Plant Nos. 1 and 2. The proposed Contract provides cleaning services for approximately 300,000 square feet of work area across all three locations including day and night shift coverage in process areas seven days per week, and five days per week service for non-process areas.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent
- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

PROBLEM

Occupied buildings require regular janitorial services to maintain hygienic workspaces and restroom facilities, and the current service contract is expiring.

PROPOSED SOLUTION

Approve a janitorial and floor maintenance General Services Contract to Gamboa Services Inc. DBA Corporate Image Maintenance as the highest-ranked proposer for Specification No. S-2024-646BD.

TIMING CONCERNS

The current janitorial and floor maintenance services contract expires on March 31, 2025, with no renewal options.

RAMIFICATIONS OF NOT TAKING ACTION

Failure to approve a new General Services Contract would result in a lapse of janitorial and floor maintenance services for OC San Headquarters and Plant Nos. 1 and 2, leaving occupied spaces in an unsanitary condition.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

An RFP was issued on October 9, 2024, via Planet Bids. The following evaluation criteria were described in the RFP and used to determine the most qualified vendor.

Criterion	Weight
1. Qualifications & Experience of Firm	20%
2. Proposed Staffing & Project Organization	30%
3. Work Plan	30%
4. Cost	20%

The RFP closed on November 14, 2024. OC San received responses from eight vendors, six vendors were considered responsive and were evaluated. Two proposals were found non-responsive as one did not meet OC San’s safety requirements, and the other did not meet the financial requirements. Prior to the receipt of proposals, an Evaluation team was formed consisting of an OC San Maintenance Supervisor, two Maintenance Specialists, and a Maintenance Lead with support from a Financial Management representative and a Safety and Health Specialist. The team was chaired by a Purchasing representative as a non-voting member. This RFP used the individual scoring method. The following information is the breakdown of the scoring results:

Rank	Proposer	Criterion 1 (Max 20%)	Criterion 2 (Max 30%)	Criterion 3 (Max 30%)	Subtotal Score (Max 80%)
1	Team One Management	17%	22.5%	22.5%	62%
2	Gamboa Services Inc. DBA Corporate Image Maintenance	17%	21%	24%	62%
3	Kleenway Services	14%	19%	19%	52%
4	US Metro Group	13%	17%	19%	49%
5	Priority Building	14%	17%	17%	48%
6	Eternal Love Limited Liability Company DBA Vested Solutions Inc.	11%	17%	17%	45%

All proposals were accompanied by a sealed cost proposal. Only the cost proposals for the two highest-ranked firms were opened and negotiated.

Rank	Proposer	Subtotal Score without cost (Max 80%)	Cost (Max 20%)	Total Weighted Score (Max 100%)
1	Gamboa Services Inc. DBA Corporate Image Maintenance	62%	20%	82%
2	Team One Management	62%	19%	81%

COST INFORMATION FOR OPENED PROPOSALS

Rank	Proposer	ORIGINAL COST	BAFO
1	Gamboa Services Inc. DBA Corporate Image Maintenance	\$1,403,273	\$1,401,623
2	Team One Management	\$1,454,800	\$1,454,800 (no change)

Based on these results, staff recommends approving a General Services Contract to Gamboa Services Inc. DBA Corporate Image Maintenance. The term of this contract will begin April 1, 2025, through March 31, 2026, with four (4) one-year renewal options.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San’s Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 6, Page 108) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
02/26/2025	\$1,401,623	\$140,162

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Eternal Love LLC DBA Vested Solutions Inc. Protest Statement
- OC San Protest Response Letter
- General Services Contract