



OPERATIONS COMMITTEE

Administration Building
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Agenda Report

File #: 2023-3356

Agenda Date: 12/14/2023

Agenda Item No: 15.

FROM: Robert Thompson, General Manager
Originator: Riaz Moinuddin, Director of Operations & Maintenance

SUBJECT:

JANITORIAL SERVICES AT ORANGE COUNTY SANITATION DISTRICT HEADQUARTERS COMPLEX

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve a Purchase Order Agreement with Team One Management for Janitorial Maintenance Services at the Orange County Sanitation District's (OC San) Headquarters Complex, utilizing the County of Orange Contract No. MA-012-22011179, from the Notice to Proceed through January 31, 2025, for a total amount not to exceed \$458,400; and
- B. Approve a contingency of \$45,840 (10%).

BACKGROUND

Orange County Sanitation District (OC San) is in the final phase of constructing a new Headquarters Complex under Project No. P1-128A. With an anticipated move-in date in the first quarter of 2024, the 109,000 square foot Headquarters Complex will require daily janitorial and cleaning services, including all necessary labor, supplies, materials, and equipment. There will be a short overlap period where the existing buildings and the new Headquarters Complex will both require cleaning services.

RELEVANT STANDARDS

- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

PROBLEM

The Headquarters Complex for OC San is not included in the current janitorial agreement. As employees occupy the building, a janitorial service agreement will be needed to keep the lobby, offices, meeting rooms, lunch areas, and restrooms cleaned and maintained.

PROPOSED SOLUTION

Approve a purchase order agreement with Team One Management.

TIMING CONCERNS

A janitorial agreement will need to be in place before staff occupies the building in the first quarter of 2024.

RAMIFICATIONS OF NOT TAKING ACTION

Without a janitorial agreement, there will be no janitorial or cleaning services at OC San's Headquarters Complex.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

This agreement will utilize the County of Orange Cooperative Agreement No. MA-012-22011179 in accordance with Ordinance No. OC SAN-61, Section 2.03(B).

A 10% contingency is being requested due to uncertainty of the construction schedule and subsequent occupancy date of the new Headquarters Complex.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of the OC San Purchasing Ordinance No. OC SAN-61, Section 2.03(B). The recommendation will be funded under the Contractual Services line item for Plant No. 2 Operations and Maintenance Department (Budget Update Fiscal Year 2023-24, Page 22) and the available funding is sufficient for this action.

ATTACHMENT

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

N/A