



# ADMINISTRATION COMMITTEE

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## Agenda Report

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**File #:** 2021-1772

**Agenda Date:** 7/28/2021

**Agenda Item No:** 14.

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**FROM:** James D. Herberg, General Manager  
Originator: Rob Thompson, Assistant General Manager

**SUBJECT:**

**JANITORIAL & FLOOR MAINTENANCE SERVICE CONTRACT FOR PLANT NOS. 1 AND 2**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

Award a Sole Source Service Contract to Gamboa Services, Inc. DBA Corporate Image Maintenance to provide Janitorial & Floor Maintenance Service at Plant Nos. 1 and 2 Specification No. SSJ 2463BD for the period August 1, 2021 through January 31, 2022, for an amount not to exceed \$397,900.

**BACKGROUND**

The purpose of this Service Contract is to provide 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) Plant Nos. 1 and 2. The proposed Service Contract provides cleaning services for approximately 188,000 square feet of work area across both plant locations including day and night shift coverage in process areas seven days per week and five days per week service for non-process areas.

In December 2020, a Service Contract was awarded to JLK Enterprise, Inc. to provide cleaning, floor maintenance, and disinfecting services for two years. Gamboa Services, Inc. DBA Corporate Image Maintenance (Corporate Image Maintenance) was the previous vendor to provide the same services to OC San.

**RELEVANT STANDARDS**

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

**PROBLEM**

JLK Enterprise, Inc. has been unable to complete the necessary services required under the contract. The Service Contract requires daily, weekly, and monthly cleaning tasks to ensure a clean work environment for both process and non-process areas. These tasks are not being executed consistently in all areas of Plant Nos. 1 and 2. Staff has engaged in progressive communication with

the current provider about service performance concerns and adequate improvement has not been achieved.

**PROPOSED SOLUTION**

Staff recommends awarding a Sole Source Service Contract to Corporate Image Maintenance to provide janitorial and floor maintenance service at Plant Nos. 1 and 2 while a new competitive process for these services is completed.

**TIMING CONCERNS**

OC San requires continual services for cleaning approximately 188,000 square feet of work area across both plant locations.

**RAMIFICATIONS OF NOT TAKING ACTION**

Failure to act on this Service Contract will result in a lapse in janitorial services and a clean work environment for staff.

**PRIOR COMMITTEE/BOARD ACTIONS**

N/A

**ADDITIONAL INFORMATION**

Prior to the Service Contract with JLK Enterprises, Inc., Corporate Image Maintenance successfully performed cleaning and floor maintenance services for OC San. Corporate Image Maintenance is familiar with the scope of work and can start service immediately upon approval and execution of this bridge contract. Staff anticipates engaging Corporate Image Maintenance for a period of six months during which time a new solicitation will be conducted to determine a future recommendation to the Board of Directors for a new Service Contract for cleaning and floor maintenance.

A quote was solicited from Corporate Image Maintenance to provide these bridge services. The quote provided by Corporate Image Maintenance was 2.17% lower than their unsuccessful bid for the current Service Contract awarded in December 2020. The proposed Corporate Image Maintenance pricing represents a \$10,560 increase for monthly cleaning and a \$3,900 increase for annual floor maintenance over current JLK Enterprises, Inc. pricing.

Section 1.07B, Emergency Procurement, of Ordinance OC SAN-56 allows for emergency procurements which include critical time sensitive purchases where time is of the essence, and the Sanitation District does not have sufficient time to solicit bids or proposals.

**CEQA**

N/A

**FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. This recommendation will be funded under the Professional and Contractual Services line items for Plant Nos. 1 and 2 Maintenance Department (Budget Fiscal Years 2020-21 and 2021-22, Section 6, Pages 92 and 96). The available funding is sufficient for this action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
07/28/2021	\$397,900	N/A

**ATTACHMENT**

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

- Service Contract