



## Agenda Report

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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:

- A. Approve a Service Contract to U.S. Metro Group, Inc. to provide Janitorial & Floor Maintenance Services at Plant Nos. 1 and 2, Specification No. S-2021-1270BD, for a total amount not to exceed \$799,992 for the period beginning February 1, 2022, through January 31, 2023, with four, one-year renewal options; and
- B. Approve an annual contingency of \$ 79,999 (10%).

**BACKGROUND**

The purpose of this Service Contract is to provide cleaning, floor maintenance, and disinfecting 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 and disinfection services for approximately 188,000 square feet of work area across both plant locations including day and night shift coverages in process areas, seven days per week, and five days per week service for non-process areas.

**RELEVANT STANDARDS**

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

**PROBLEM**

The current janitorial and floor maintenance Service Contract expires on January 31, 2022.

**PROPOSED SOLUTION**

Approve a janitorial and floor maintenance Service Contract to U.S. Metro Group, Inc.

## TIMING CONCERNS

The current purchase order contract for the COVID-19 disinfecting janitorial service also expires on January 31, 2022.

## RAMIFICATIONS OF NOT TAKING ACTION

Not approving a new Service Contract would result in lapse in janitorial and floor disinfection services at Plant Nos. 1 and 2.

## PRIOR COMMITTEE/BOARD ACTIONS

N/A

## ADDITIONAL INFORMATION

On August 19, 2021, OC San issued a Request for Proposal (RFP) via Planet Bids. The following evaluation criterion 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	20%
3. Work Plan	30%
4. Presentation/Interview	10%
5. Cost	20%

The RFP closed on September 28, 2021. OC San received responses from six vendors, five vendors were responsive and were evaluated. The RFP evaluation team consisted of one Maintenance Superintendent, two Operations & Maintenance Supervisors, one Safety and Health Supervisor, and one Lead Facilities Worker. This RFP used the individual scoring method. The evaluation team first reviewed and scored the proposals based upon the criteria listed above, other than cost.

Rank	Proposer	Criterion 1 (Max 20%)	Criterion 2 (Max 20%)	Criterion 3 (Max 30%)	Subtotal Score (Max 70%)
1	U.S. Metro Group, Inc.	14%	14%	23%	51%
2	Gamboa Services, Inc.	14%	13%	21%	48%
3	Kleenway Services, Inc.	13%	12%	20%	45%
4	Joncowest	13%	13%	18%	44%
5	J&S Building Maintenance	6%	9%	8%	23%
6	CCS Facility Services (Non-Responsive)	N/A	N/A	N/A	N/A

All proposals were accompanied by a sealed cost proposal. Only the cost proposals for the two highest-ranked firms were opened and negotiated. No Interviews were conducted.

Rank	Proposer	Subtotal Score without cost (Max 70%)	FINAL Cost (Max 20%)	Total Weighted Score (Max 90%)
1	U.S. Metro Group, Inc.	51%	20%	71%
2	Gamboa Services, Inc.	48%	17%	65%

Cost Information for Opened Proposals:

Rank	Proposer	ORIGINAL COST	BAFO (If applicable)
1	U.S. Metro Group, Inc.	\$808,620	\$799,992
2	Gamboa Services, Inc.	\$983,365	\$961,705

Based on these results, staff recommends that U.S. Metro Group, Inc. be awarded the Janitorial & Floor Maintenance Service Contract. The term of this Service Contract will begin February 1, 2022, through January 31, 2023, with four, optional one-year renewals.

Due to the failed performance in accordance with the scope of work by the previously awarded vendor, the Board of Directors approved the current gap contract until this procurement process could be initiated and another vendor selection.

## CEQA

N/A

## FINANCIAL CONSIDERATIONS

This request complies with authority levels of the OC San Purchasing Ordinance. This recommendation will be funded under the Professional and Contractual Services line items for Administrative Services Department (Adopted Budget Update FY2021-22, Page 39). The available funding is sufficient for this action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
12/15/2021	\$799,992	\$79,999 (10%)

## 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