

Agenda Report

File #: 2020-1375, **Version:** 1

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 Agreement with JLK Enterprise, Inc. for janitorial and floor maintenance service at Plant Nos. 1 and 2, Specification No. S-2020-1189BD, for the period February 1, 2021 through January 31, 2023, for an amount not to exceed \$1,280,560, with three one-year renewal options in the amount of \$640,280 per year; and
- B. Approve a 10% contingency per contract term: \$128,056 (10%) for the initial two-year term and \$64,028 (10%) for each subsequent one-year renewal period.

BACKGROUND

The purpose of this Service Agreement 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 (Sanitation District) Plant Nos. 1 and 2. The proposed service agreement 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.

The current service agreement is being provided by Gamboa Services, Inc., with a monthly cost of \$56,329 which would equate to a two-year cost of approximately \$1,351,896.

RELEVANT STANDARDS

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

PROBLEM

The current janitorial and floor maintenance Service Agreement is due to expire January 31, 2021.

PROPOSED SOLUTION

Approve a janitorial and floor maintenance Service Agreement to the lowest responsive and responsible bidder, JKL Enterprises, Inc.

TIMING CONCERNS

The current janitorial and floor maintenance service agreement is due to expire January 31, 2021. The current purchase order contract for the COVID-19 disinfecting janitorial service is also set to expire on January 31, 2021.

RAMIFICATIONS OF NOT TAKING ACTION

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

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

The Sanitation District conducted a bid process and received a total of 15 competitive bids. Below is a listing of bids received in response to Specification No. S-2020-1189BD:

Bidder	Total Initial Two-Year Cost
J316 Builder	\$ 1,124,410.00
JLK Enterprise, Inc.	\$ 1,280,560.00
Valley Maintenance Corp.	\$ 1,326,840.00
Ultimate Maintenance Services	\$ 1,357,552.00
Omni Enterprise	\$ 1,446,552.00
Platinum Maintenance Group, Inc.	\$ 1,506,604.80
Sparkling Cleaning Company	\$ 1,520,296.00
The Service Companies	\$ 1,532,366.08
CCS Facility Services	\$ 1,554,759.52
Gamboa Services, Inc.	\$ 1,585,170.00
CM Simple Janitorial LLC	\$ 1,783,235.20
Interstate	\$ 2,299,915.44
CM Cleaning Solutions, Inc.	\$ 2,861,496.00
Property Building Maintenance Services, Inc.	\$ 3,035,600.00
Commercial Building Management	\$ 33,019,852.24

During the bid evaluation process, the apparent low bidder, J316 Builder, withdrew its bid due to a clerical error. Following the bid evaluation process, JLK Enterprise, Inc. was determined to be the lowest responsive and responsible bidder. Staff recommends that JLK Enterprises, Inc. be awarded the Janitorial & Floor Maintenance Service Agreement as the lowest responsive, responsible bidder.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District'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>
12/16/2020	\$1,280,560	128,056(10%)

ATTACHMENT

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

- Service Agreement

RM:DH:ab:gc