



Staff Report

File #: 23-0287

REQUEST FOR CITY COUNCIL ACTION

DATE: 05/03/2023

TO: Honorable Mayor and City Council Members

FROM: Community Services Department

SUBJECT:

MAINTENANCE/GENERAL SERVICES AGREEMENT FOR CITYWIDE JANITORIAL CLEANING SERVICES TO GUARANTEED JANITORIAL SERVICES, INC.

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve an Agreement with Guaranteed Janitorial Services, Inc. for citywide janitorial services in the amount of \$201,474 for the remainder of fiscal year 2023, and \$805,896 for each fiscal year, ending June 30, 2028.

RECOMMENDED ACTION:

That the City Council:

- a. Award the Request for Proposals (RFP) 23-044SB to Guaranteed Janitorial Services, Inc. for citywide janitorial services.
- b. Authorize the City Manager, or his designee, to execute the Maintenance/General Services Agreement for citywide janitorial services to Guaranteed Janitorial Services, Inc. for an initial contract term ending June 30, 2024, with two (2) optional two-year contract term extensions in the amount of \$201,474 for the remainder of fiscal year 2023 and \$805,896 for each fiscal year ending June 30, 2028.
- c. Authorize the City Manager, or his designee, to negotiate and execute non-substantive extensions, change orders, and amendments up to \$80,859 per fiscal year or 10% of the total contract cost as authorized by Corona Municipal Code (CMC) Section 3.08.060(J).
- d. Authorize the City Manager, or his designee, to issue purchase orders to Guaranteed Janitorial Services, Inc. in the amount of \$201,474 for the remainder of fiscal year 2023 and \$805,896 for each fiscal year ending June 30, 2028.

BACKGROUND & HISTORY:

Currently the City utilizes the services of Guaranteed Janitorial Services, Inc. for Citywide janitorial cleaning of City facilities, including the Corp Yard campus, Library, City Hall, Senior Center, and all Parks.

ANALYSIS:

(RFP) 23-044SB was advertised pursuant to CMC 3.08.110, non-public projects formal bidding procedure requirements on December 19, 2022 on the City’s PlanetBids bidding portal.

A total of 801 vendors were notified about RFP 23-044SB. The City received ten proposals on the due date of March 14, 2023 and subsequently reviewed by City Staff. All proposals were evaluated based on five essential criteria: 1. Qualifications of Firm (25%); 2. Qualifications of Personnel (15%); 3. Related Experience (30%); 4. Completeness of Response (5%); 5. Reasonableness of Cost and Price (25%).

The summary of proposal scoring and evaluation rankings are presented below:

Rank	Company	Total Score
1	Guaranteed Janitorial	81
2	Emerald Janitorial	76
3	Base Hill	73
4	Coastal Building	66
5	Vested Solutions	65
6	Crown Facility Solutions	63
7	EcoBrite Services	62
8	Joncowest	62
9	Premier Property	61
10	Santa Fe Janitorial	51

FINANCIAL IMPACT:

Approval of the recommended actions will result in an agreement with Guaranteed Janitorial Inc. for citywide janitorial services. A purchase order will be issued for \$201,474 for the remainder of FY 2023 and \$805,896 for FY 2024. With the optional contract extensions, purchase orders may be issued for \$805,896 per fiscal year through June 30, 2028. No additional funds are needed in FY 2023. Future fiscal years will be budgeted accordingly.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential

for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is a financial transaction between the State of California Department of Parks and Recreation and the City of Corona, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: BAILEY WARD, MANAGEMENT ANALYST I & MOSES CORTEZ, FACILITIES, PARKS AND TRAILS MANAGER

REVIEWED BY: ANNE K. TURNER, COMMUNITY SERVICES DIRECTOR

Attachments:

1. Exhibit 1 - Guaranteed Janitorial Services, Inc. Agreement