



Legislation Text

---

File #: 17-1237, Version: 1

---

**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 11/15/2017

TO: Honorable Mayor and City Council Members

FROM: Administrative Services and Maintenance Services Departments

**SUBJECT:**

City Council consideration to approve a Maintenance/General Services Agreement with Guaranteed Janitorial Services, Inc. for janitorial services and to approve a Third Amendment to the Maintenance/General Services Agreement with Come Land Maintenance Co., Inc.

**RECOMMENDED ACTION:**

That the City Council:

1. Approve a Maintenance/General Services Agreement with Guaranteed Janitorial Services, Inc. of Chino Hills, CA in the amount of \$540,000 as an exception to bidding pursuant to Corona Municipal Code (CMC) 3.08.140(E) based upon the findings noted in this report.
2. Approve a Third Amendment to the Maintenance/General Services Agreement with Come Land Maintenance Co., Inc. of Burbank, CA in the amount of \$225,000 as an exception to bidding pursuant to Corona Municipal Code (CMC) 3.08.140(E) based upon the findings noted in this report.
3. Authorize the City Manager or his designee to execute the above noted Agreement with Guaranteed Janitorial Services, Inc. and Third Amendment with Come Land Maintenance Co. and to approve necessary change orders or amendments up to the amount provided by CMC 3.08.060(J) for both Guaranteed Janitorial Services, Inc. and Come Land Maintenance Co.
4. Authorize the Purchasing Agent to issue a purchase order to Guaranteed Janitorial Services, Inc. and a change order to Come Land Maintenance Co. in accordance with the duly

authorized and executed agreement and amendment.

5. Authorize the City Manager or his designee and City Attorney to negotiate and execute five one year agreement renewals with Guaranteed Janitorial Services, Inc. and any extensions and/or amendments which are either non-substantive or are otherwise in compliance with the City Council's actions hereunder.

**ANALYSIS:**

On May 18, 2017, the Purchasing Division issued Request for Proposals (RFP) No. 17-061JT for Janitorial Services. The RFP was advertised in the *Sentinel Weekly News* on May 24, 2017 and posted on the City of Corona website. The City solicited eighteen janitorial contractors with nine contractors submitting proposals by the submission date, June 30, 2017. Ordinarily, the purchase of maintenance and general services itself would require competitive bidding by means of a Notice Inviting Bids (NIB) and award to the lowest bidder (CMC Section 3.08.060(d)). In order to select a vendor that best serves the City's service needs, the Purchasing Division conducted the competitive process by means of an RFP, as allowed by CMC Section 3.08.140(e), upon the recommendation of the City Manager, the best interests of the City and its administrative operations are served by dispensing with public bidding in this case. Staff believes that the RFP conducted in this case serves the best interests of the City because of the high visibility associated with the appearance and condition of the City's facilities. Specifically, an RFP allows staff to evaluate potential contractors on additional criteria other than their bid amount, such as their staffing levels, their performance with similar governmental agencies and their safety history. The evaluation of the proposals was based on the following criteria: 1.) Work Plan/Work Organization; 2.) Qualifications of Company and Personnel (Experience); 3.) Approach to Safety Measures; and 4.) Cost Proposal. The evaluation scoring resulted in Guaranteed Janitorial Services, Inc. as the highest ranking bidder that is capable to provide sufficient equipment and resources to efficiently clean Corona's facilities.

The summary of the bidder evaluation rankings are presented below:

Company	City/State	Rank
Guaranteed Janitorial Service, Inc.	Chino, CA	1
Coastal Building Services, Inc.	Orange, CA	2
Golden Touch Cleaning, Inc.	Tustin, CA	3
United Maintenance Systems	Los Angeles, CA	4
Come Land Maintenance Service Co., Inc.	Burbank, CA	5
OctoClean Franchising Systems, Inc.	Riverside, CA	6
Ultimate Maintenance Services, Inc.	Lawndale, CA	6
DMS Facility Services	South Pasadena, CA	7
Priority Building Services, LLC	Brea, CA	8

Currently the City utilizes the services of Come Land Maintenance Co. for janitorial cleaning of City facilities. The current agreement with this vendor will be expiring on December 31, 2017. The agreement will not be renewing. However, additional funding will be necessary to pay for continued services to complete the vendor's period of performance with the City. Administrative Services was initially granted an agreement with Come Land Maintenance as an exception to bid in the amount of

\$175,000 to continue services. The current monthly costs with Come Land Maintenance are approximately \$37,500 for routine cleaning services. The current funding allows for payment of services through November. A Third Amendment in the amount of \$225,000 with Come Land Maintenance was requested to pay for the cost of services for the month of December and any additional cleaning services requested from City Departments.

**COMMITTEE ACTION:**

Not Applicable

**STRATEGIC PLAN:**

Not Applicable

**FISCAL IMPACT:**

Funding is available in the Maintenance Services Department's Fiscal Year 2017-18 operating budget.

**ENVIRONMENTAL ANALYSIS:**

No environmental review is required because the proposed action is not a project governed by the California Environmental Quality Act.

**PREPARED BY:** CITA LONGSWORTH, PURCHASING MANAGER

**REVIEWED BY:** PATRICIA SONG, FINANCE MANAGER IV

**REVIEWED BY:** TOM MOODY, GENERAL MANAGER

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**SUBMITTED BY:** DARRELL TALBERT, CITY MANAGER