

BOARD MEETING DATE: January 4, 2019

AGENDA NO. 8

PROPOSAL: Execute Contract for Janitorial Services at Diamond Bar Headquarters

SYNOPSIS: The current contract for Diamond Bar headquarters janitorial services expires on February 28, 2019. On September 7, 2018, the Board approved release of an RFP to solicit proposals from firms interested in providing these services. This action is to execute a three-year contract with Santa Fe Building Maintenance for a total amount not to exceed \$1,717,845. Funding has been included in the FY 2018-19 Budget and will be requested in subsequent fiscal years.

COMMITTEE: Administrative, December 14, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with Santa Fe Building Maintenance for janitorial services for the period of March 1, 2019 through February 28, 2022, for a total amount not to exceed \$1,717,845.

Wayne Natri
Executive Officer

AJO:GT:VR:LM

Background

SCAQMD contracts with a firm to provide routine janitorial services and supplies at its Diamond Bar headquarters. The contract term with the current contractor, Santa Fe Building Maintenance, expires February 28, 2019. On September 7, 2018, SCAQMD released RFP #P2019-01 to solicit proposals from janitorial services providers interested in contracting with SCAQMD for a three-year period.

In addition to routine janitorial services, SCAQMD may require occasional special and/or emergency cleanup services. While it is difficult to anticipate the costs for these special incident(s), past experience indicates they typically increase costs by about five percent. As a consequence, the costs listed in this Board letter include an added five

percent beyond proposal costs submitted, as a contingency amount to meet special janitorial needs.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Sixty eight copies of the RFP were mailed out and eleven vendors attended the mandatory bidders conference held on September 20, 2018. Seven proposals were received when final bidding closed at 2:00 p.m. on October 9, 2018. Four of the seven proposals received were complete and met RFP requirements.

The panel evaluating proposals included four SCAQMD employees: a Business Services Manager, Air Quality Chemist, Mail/Subscription Supervisor, and Facilities Services Technician. Of these four panel members, one is Caucasian, one is Hispanic, one is Asian American and one is African American; one is female and three are male.

The panel evaluated the four qualified and responsive proposals based on criteria specified in the RFP, which included completeness and responsiveness of the proposal, cost, understanding of the required janitorial services, contractor qualifications, and past experience.

The Attachment summarizes scores of the qualified bids. Santa Fe Building Maintenance received the most points in the evaluation process, and was the firm that submitted the lowest cost and highest-scored qualified bid, which included excellent references for comparable public sector janitorial services. The firm has been providing janitorial services to SCAQMD since 2012. Staff recommends the contract be awarded to Santa Fe Building Maintenance.

Resource Impacts

Sufficient funds in the amount of \$171,378 are available in the approved FY 2018-19 Budget for the remainder of this fiscal year. Since this will be a three-year contract, continued funding will need to be included in the budgets for each of the remaining fiscal years of the contract. Annual costs are \$554,864 for FY 2019-20; \$594,962 for FY 2020-21; and \$396,641 for the eight months of the contract that fall within FY 2021-22. Funding for subsequent years will be included in future budget requests.

Attachment

RFP #P2019-01 Bid Evaluation Summary

ATTACHMENT

RFP #P2019-01 Bid Evaluation Summary Janitorial Services

NAME	Total 3-yr Cost	Technical Score (60)	Cost Points (40)	Additional Points	Total Points
SANTA FE MAINTENANCE	\$1,584,725	57	40	15	112
SERVICON SYSTEMS	\$1,824,172	60	34	14	108
DMS FACILITY SERVICES, INC.	\$1,839,419	55	34	0	89
ALLIED UNIVERSAL	\$1,727,254	49	36	0	85