



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

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Analyst

City Manager Approval: 

TOPIC: CITYWIDE JANITORIAL SERVICE AGREEMENTS

SUBJECT: AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A SERVICE AGREEMENT WITH THE LOWEST AND RESPONSIBLE BIDDER FOR UP TO FOUR (4) YEARS FOR CITYWIDE JANITORIAL SERVICES IN THE TOTAL NOT TO EXCEED AMOUNT OF \$274,120 PER FISCAL YEAR.

RECOMMENDATION:

Authorize the City Manager to negotiate and enter into a service agreement with the recommended contractor for up to four (4) years for citywide janitorial services in the total not to exceed amount of \$274,120 per fiscal year.

BACKGROUND:

The City of San Rafael maintains over a dozen city facilities that require routine and frequent on-call cleaning services. The approach to keeping city facilities clean and welcoming to the public varies across each facility and includes full and part-time staff as well as contract services. Contracting for janitorial services at a majority of facilities has allowed the City to control costs, remain flexible in service levels and resources, and ensure that the facilities remain clean and serviceable for the public.

Current contracts for janitorial service are managed by individual departments, including the Public Works Department and Library and Recreation Department. In the past, these departments have been responsible for procuring and contracting for such services. To consolidate these efforts, the Public Works Department developed one request for proposals for bidding the work of both departments.

ANALYSIS:

Combining the City’s janitorial service needs into a single bid achieves greater efficiencies, reduces staff time, and realizes cost savings. This also provides an opportunity for improved control measures to ensure cleaning standards are met while incorporating new regulatory requirements such as SB 1383 (Waste Reduction compliance) into the agreements.

The City issued a Request for Proposals (RFP) on January 4, 2024, on the City’s bid website. Prospective bidders participated in a subsequent facility tour on January 16, 2024. Bids were due on January 25,

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Council Meeting:

Disposition:

2024. The City received five proposals, which were evaluated by staff from the Public Works and Library and Recreation departments.

Of the bids received, Excellent Cleaning Services, LLC. (ECS), offered the best overall pricing package for the facilities included in the bid. Additionally, ECS showed themselves to be highly competent and responsive throughout the bidding process. Their staff have earned a reputation for exceeding standards on previous jobs, and their references reported a positive experience with their service levels and responsiveness.

Excellent Cleaning Services is proposed to have a Service Agreement awarded in the annual not-to-exceed amounts listed in Table 1 below. The agreement will cover the regularly scheduled cleaning needs for City Hall, Public Safety Center, Public Works Building, Downtown Library, Northgate Library, Lucas Valley Childcare Center, Mary Silveira Childcare Center, Parkside Childcare Center, Parkside Childcare Center, Pickleweed Childcare Center, and Vallecito Childcare Center for the entire service agreement. It will also cover the regularly scheduled cleaning needs for Coleman Childcare Center and Glenwood Childcare Center until they're closed in June of 2024. In addition, the agreement will cover non-regularly scheduled cleanings, such as on-call bodily fluid cleaning needs at the Public Safety Center and Detention Facility, and twice a year deep cleaning of select facility floors.

The contractor will be offered an initial contract term of two years. The term may be extended by the City up to two times, each for a period not to exceed one year. In addition, staff recommends maintaining an approved list of the remaining qualified bids in the event the awarded contractor fails to meet the requirements of the agreement. This will allow the City to terminate the contract based on its terms and conditions and secure a new service provider in a more efficient manner, minimizing disruptions to its services to residents. The list of qualified bids and their amounts are included in Table 1 below.

FISCAL IMPACT:

The total cost of the janitorial services under this agreement for year one with Excellent Cleaning Services will not exceed \$250,050. Each subsequent year allows for an increase not to exceed 5% to adjust for inflation and increasing costs for the vendor. This is a \$35,800 savings when compared to the City's current expenses for the same facilities. Sufficient funding is available in the FY2023-24 Public Works and Library and Recreation departmental budgets. Funding for the remaining years of the agreement will be budgeted through the annual budgeting process.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Authorize the City Manager to enter into the agreement.
2. Do not authorize the City Manager to enter into the agreement and provide further direction to staff.

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and enter into a service agreement with the lowest responsive and responsible bidder for up to four (4) years for citywide janitorial services in the total not to exceed amount of \$274,120 per fiscal year.