

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	06/08/15	Open	Action	05/20/15

Subject: Awarding a Contract for Janitorial Services to Consolidated Facility Services

ISSUE

Whether or not to award a Contract for Janitorial Services to Consolidated Facility Services.

RECOMMENDED ACTION

Adopt Resolution No. 15-06-_____, Awarding a Contract for Janitorial Services to Consolidated Facility Services.

FISCAL IMPACT

Budgeted:	Yes	FY16:	\$ 129,480.00
Budget Source:	Operating	FY17:	\$ 129,480.00
Funding Source:	Local	FY18:	\$ 132,717.00
Cost Cntr/	CC 37	Total Amount:	\$ 391,677.00
GL Acct(s):	GL 630027		
Total Budget:	\$391,677.00		

DISCUSSION

On September 8, 2014, the Board delegated authority to the General Manager/CEO to release an Invitation to Bid (ITB) for janitorial services. Regional Transit (RT) has entered into contracts with PRIDE Industries (PRIDE) since 2004 for janitorial services, but after conducting market research to determine whether the rates PRIDE charges RT are fair and reasonable, staff determined that RT should procure janitorial services through full and open competition and issue a formal solicitation document.

The contract scope of work includes: one full-time Dayporter at RT's main campus to service lobbies, break areas, restrooms and building exteriors plus janitorial services at other locations. Routine janitorial services include: cleaning and sanitizing; refilling supplies in restrooms and trash can liners; emptying trash; sweeping, mopping, and vacuuming; spot cleaning walls, doors and fixtures in restrooms, lobbies and entrances, break areas, offices and conference areas, hallways, corridors and floors; and cleaning up around the exterior of buildings. Twice a year the floors are to be scrubbed and recoated and carpets are to be cleaned. Service areas include: 7 buildings at RT's main campus, 3 buildings at RT's light rail facility, RT's customer service building at 1225 R Street, Community Bus Service at McClellan, a warehouse at 2501 Land Avenue, and the Mills Station Building.

Approved:

Presented:

Final 06/02/15

General Manager/CEO

Director, Facilities

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June

8,

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The ITB was developed for a 3-year term with an RT option to extend the contract for 2 additional 1–year periods. The ITB was released on February 24, 2015, publicly advertised in newspapers of general circulation and posted on RT’s website under Advertised Bidding Opportunities. A pre-bid meeting and site visit was held on March 11, 2015; a repeat site visit was held on March 18th; two Addenda and one Letter of Clarification was issued. On April 30, 2015, RT received ten bids as follows:

	BIDDER	3-YEAR TOTAL PRICE	5-YEAR TOTAL PRICE
1.	Consolidated Facility Services	\$391,677.00	\$660,429.12
2.	Janico Building Services	\$485,746.92	\$820,744.80
3.	Lincoln Training Center	\$507,977.45	\$863,787.29
4.	Pride Industries	\$521,150.40	\$876,982.44
5.	Universal Building Services	\$527,940.00	\$902,616.00
6.	Easter Seals	\$539,170.09	\$921,447.09
7.	Jerry’s Carpet Care	\$551,638.35	\$966,899.32
8.	Elite Maintenance Management Systems	\$530,532.00	\$978,588.00
9.	Beatty’s Services, Inc.	\$697,678.77	\$1,193,027.85
10.	Tee Janitorial & Maintenance	\$795,372.00	\$795,372.00

Each bid was reviewed to determine the Bidder’s responsiveness to the requirements of the ITB. Easter Seals bid did not include Bid Form 6.1 – Bid Declaration; however, the omission is a minor irregularity waived by RT. Tee Janitorial & Maintenance (Tee) failed to submit qualifications as required in Section 1.2A of the ITB. Tee’s failure is a material irregularity that can’t be waived. Tee also failed to submit page 33 of the bid pages but the missing page is a minor irregularity waived by RT. Tee’s total bid price was calculated from its annual bid pages.

Staff determined that award of the janitorial services contract should go to Consolidated Facility Services (Consolidated) because it was the lowest responsive and responsible Bidder.

The independent cost estimate (ICE) for this contract is \$150,000 to \$175,000 annually. The ICE was based on historical information and market research performed in the fall of 2014. Consolidated’s annual price is \$129,480 for years 1 and 2, with a marginal increase in years 3 through 5. Consolidated’s price yields a savings of \$45,860 to RT for this coming fiscal year (FY16) and \$134,341.77 for the 3-year term. Consolidated’s price is considered fair and reasonable.

This contract is funded with preventive maintenance operating funds and no DBE participation goal has been set for the contract. Likewise, due to limited subcontracting opportunities on this procurement, no SBE goal was established for this contract. Although there was no Small Business Enterprise (SBE) goal set for the project, Consolidated Facility Services is a certified SBE firm with no subcontractors.

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Staff recommends the Board award a Contract for janitorial services to Consolidated Facility Services for an amount not to exceed \$391,677.00, for a 3-year term, with an RT option to extend for 2 additional 1-year periods.

RESOLUTION NO. 15-06-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

June 8, 2015

**AWARDING A CONTRACT FOR JANITORIAL SERVICES TO CONSOLIDATED
FACILITY SERVICES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and Consolidated Facility Services, therein referred to as "Contractor," whereby Contractor agrees to provide janitorial services, as specified, for an amount not to exceed \$391,677 for a 3-year term with an RT option to extend for 2 additional 1-year periods, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary