

Agenda Report

TO: CITY COUNCIL

DATE: November 3, 2008

FROM: CITY MANAGER

SUBJECT: CONTRACT AWARD TO TOPFLITE BUILDING SERVICES INC.,
FOR CITYWIDE HOUSEKEEPING SERVICES FOR AN AMOUNT
NOT TO EXCEED \$1,663,121

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the bid dated September 9, 2008, submitted by Topflite Building Services, Inc., in response to specifications for Citywide Housekeeping Services; reject all other bids received; and
2. Authorize the City Manager to enter into a two year contract for Citywide Housekeeping Services in an amount not to exceed \$1,663,121 per year, with an option for three, one-year additional terms, at the discretion of the City Manager, for a maximum total contract length of five years; and
3. Authorize an increase in the not to exceed amount of contract number 18,216-6 with U.S. Metro Group, Inc., by \$107,000 to cover the cost of a one-month extension to allow time to transfer the contract to Topflite Building Services, Inc.

BACKGROUND:

On August 14, 2008, the Notice Inviting Bids was released and published in the Pasadena Journal and posted on the City's web page. On August 25, 2008, 19 vendors attended a mandatory Pre-Bid Conference and site inspection. On September 9, 2008, four responsive bids were received by the City Clerk's office. The bid results are as follows:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Topflite Building Services, Inc.	\$ 1,511,928.06
U.S. Metro Group, Inc.	\$ 1,544,388.15
Bell Building Maintenance Co.	\$ 1,638,775.58
ABM Industries, Inc.	\$ 1,737,683.68

The submitted bids have been evaluated, and Topflite Building Services, Inc., was identified as the lowest responsive and responsible bidder. In addition, references submitted which were evaluated by staff exemplify their experience and success with other contracts. Further, Topflite Building Services, Inc., will implement the Displaced Janitor Opportunity Act, signed into law by Governor Davis in October 2001. This law requires janitorial contractors and subcontractors that secure a new building service contract, to continue employing the janitors of the former contractor or subcontractors for at least 60 days, unless the successor contractor has reasonable cause not to hire a particular employee based on performance or conduct while working under the terminated contract. It is the intention of Topflite Building Services, Inc., to retain the existing janitors beyond the required 60 days assuming they meet performance and conduct standards. The current janitorial staff is very familiar with the maintenance needs of Pasadena City buildings and their continued employment will provide continuity during the transition period to the new contractor. Staff recommends that Topflite Building Services, Inc., be awarded the housekeeping contract for Citywide Housekeeping Services.

On April 21, 2008, council authorized an amendment to the existing contract number 18,216 with U.S. Metro Group, Inc. to cover the cost of a six-month extension in order to complete the bid process for a new contract. This extension expired on October 31, 2008. The Building Systems and Fleet Management Division is requesting an additional one-month extension to continue services during the month of November. It will also allow for a smooth transition of services from U.S. Metro Group, Inc., to Topflite Building Services, Inc.


The contract will be administered by the Building Systems and Fleet Management Division of the Department of Public Works for an annual amount not to exceed \$1,663,121. This amount includes a base amount of \$1,511,928 and 10 percent in contingencies for emergency and/or special cleaning, change orders to cover cost of living increases, and any increases in the square footage maintained during the contract period. The contract amount shall be adjusted in years three through five by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, for the most recently available 12 month period. The contract will also comply with the Living Wage Ordinance. Departments that typically and usually utilize this contract include but are not limited to: Public Works (Building Systems and Fleet Management Division, Parks and Natural Resources Division), Water and Power, Police, and Transportation.

The new contract is scheduled to be in place with the new contractor beginning services on Monday, December 1, 2008.

FISCAL IMPACT:

Total annual expenses will not exceed \$1,663,121 annually for the first two years. Sufficient funds are available in the appropriate departments FY 2009 operating budgets. Funds will be requested during the budget process for subsequent contract years.

Respectfully submitted,



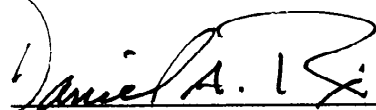
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