



Agenda Report

August 11, 2014

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT AWARD WITH TOPFLITE SERVICES, INC., FOR CITYWIDE HOUSEKEEPING SERVICES IN AN AMOUNT NOT TO EXCEED \$2,982,162

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the bid dated July 30, 2014 submitted by Topflite Building Services, Inc.,
2. Reject all other bids; and
3. Authorize the City Manager to enter into a contract with Topflite Building Services, Inc., for citywide housekeeping services in an amount not to exceed \$2,982,162 over a two-year period with the option for three additional one-year extensions, which may be increased by CPI, at the discretion of City Manager for a total contract length of five years.

BACKGROUND:

The housekeeping program provides janitorial services for 36 facilities covering approximately 601,145 square feet and three parking lots covering approximately 88,990 square feet. City Departments that typically use this contract include, but are not limited to the following: Library and Information Services; Water and Power; Human Services (community centers); Police; Public Health; Public Works (City Hall, City Yards, parks, and park restrooms); and Transportation. The City has used contract services to provide janitorial maintenance of City locations for approximately 17 years.

The current housekeeping contract held by Topflite Building Services, Inc., will have been in place for a total of six years at the end of the contract term, which expires on November 30, 2014. The original contract was approved by City Council on November 17, 2008 and was issued for two years beginning on December 1, 2008, with the option of three, one-year extensions. On May 12, 2014, City Council authorized the City Manager to extend contract number 19,804-4 with Topflite Building Services, Inc., on a

month-to month basis for a maximum of six additional months from June 1, 2014 through November 30, 2014 for an amount not-to exceed amount of \$865,997 (Contract No. 19.804-5).

On July 3, 2014, a Notice Inviting Bids was released and published in the *Pasadena Journal* and posted on Planet Bids under the City's Department of Finance Purchasing website. On July 30, 2014, five responsive bids were received by the City Clerk's Office. The bid results are as follows:

Bidder	Amount (\$)
1. Topflite Building Services, District Heights, MD	\$1,296,592
2. ABM, Los Angeles, CA	\$1,300,527
3. Able Building Maintenance, San Francisco, CA	\$1,320,878
4. Lee's Maintenance Service, Van Nuys, CA	\$1,377,201
5. Commercial Cleaning Systems, Van Nuys, CA	\$1,382,660

For the initial two-year period, the contract will be set as follows:

Base Bid	\$2,593,184
Contingency Allowance (15%)	<u>\$ 388,978</u>
Contract "Not-to-Exceed" Amount	\$2,982,162

All bids submitted have been evaluated and Topflite Building Services, Inc., was identified as the lowest responsive and responsible bidder. References were evaluated by the Department of Public Works and the Department recommends awarding this contract to Topflite Building Services, Inc. In addition to being the current contract holder for six years, Topflite also has a proven track record with other governmental agencies including U.S. Department of Homeland Security and D.C. Water and Sewer Authority.

The annual contract amount submitted by Topflite Building Services, Inc., for each of the first two contact years is \$1,296,592, for a total of \$2,593,184, not including the contingency amount. This is a yearly savings of \$209,490 when compared to the current annual base contract of \$1,506,082.

Topflite Building Services, Inc., must abide by the 2001 Displaced Janitor Opportunity Act, codified in the California Labor Code, which includes the obligations of the successor service contractor and subcontractors that secures a new contract term employing 25 or more janitors must adhere to. Specifically, the successor contractor and subcontractors must retain for a 60-day transition employments period, janitors who have been employed by the terminated contractor or subcontractor unless the successor service contractor has reasonable cause not to hire a particular janitor. At the end of the 60-day transition employment period, Topflite Building Services, Inc., shall provide a written performance evaluation to each janitor. If the janitor's performance during that 60-day period is satisfactory, Topflite Building Services, Inc., must offer the janitor continued employment. The current contract janitors are familiar

with the maintenance needs of City of Pasadena buildings and therefore, their continued employment will provide continuity during the new contract period.

The table below reflects the total number of janitorial employees and where they reside. Sixty-one percent of employees reside in Pasadena. There are currently 27 full-time and six part-time janitorial employees.

Residence	Janitors
Alhambra	2
Altadena	1
Arleta	1
Claremont	1
Cudahy	1
Duarte	2
El Monte	1
Glendale	1
Monrovia	2
Pasadena	20
Santa Clarita	1
Total	33

It is anticipated that the new contract with Topflite Building Services, Inc., will begin on October 1, 2014. The proposed action is in compliance with the Competitive Bidding and Purchasing Ordinance Pasadena Municipal Code (PMC) Section 4.08.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure. It also supports the Public Facilities Element of the General Plan by maintaining public facilities to enhance the quality of life of the community. In addition, this project supports the adoption of the United Nations Urban Environmental Accords (UEA) Action 16, toxics reduction, by using only environmentally friendly cleaning products and practices in City buildings.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Citywide Housekeeping Services contract will not result in any significant effect on the environment.

FISCAL IMPACT:

The cost of this two-year contract will be \$2,982,162 and the total cost of this action will be \$3,227,978. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account 502-766400 Building Maintenance Fund Housekeeping Program. It is anticipated that \$1,210,492 will be spent during the current fiscal year. The remaining cost will be spent over the two fiscal years.

The following table represents a contract summary:

Base Bid	\$ 2,593,184
Contingency 15%	\$ 388,978
Administration/Inspection	\$ 245,816
Total Fiscal Impact	\$ \$3,227,978

Respectfully submitted,



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