



Agenda Report

December 16, 2019

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO DMS FACILITY SERVICES, INC. TO PROVIDE CITYWIDE JANITORIAL SERVICES FOR AN AMOUNT NOT TO EXCEED \$12,032,488

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment; and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with DMS Facility Services, Incorporated (DMS) for citywide janitorial services for three years for an amount not to exceed \$7,016,054 with the option of two one-year extensions in the annual amount of \$2,473,254 for option year one, and \$2,543,180 for option year two, subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$12,032,488.

BACKGROUND:

The Department of Public Works Building Systems and Fleet Management Division oversees the housekeeping program, which provides janitorial services for 39 facilities covering approximately 734,688 square feet and nine parks. City Departments that typically use this contract include but are not limited to: Library and Information Services (Central Library and nine Branch libraries); Water and Power (offices, dispatch and warehouse); Human Services and Recreation (seven community centers); Planning (Hale Building); Police (Headquarters, three substations and Civil Defense); Public Health (Dental/Medical and ChapCare facilities); Public Works (City Hall, City Yard, and park restrooms) and multiple special events. The City has used contract services to provide janitorial services for City locations for approximately 26 years.

On October 22, 2019, the Request for Proposal (RFP) was published on PlanetBids, notifying 655 vendors, of which 34 were local. Thirty-seven prospective proposers downloaded the RFP document, of which 14 attended the mandatory pre-proposal conference on November 5, 2019. Eight proposers submitted proposals by the closing date of November 15, 2019.

RANK	PROPOSER	LOCATION	SCORE (100 max)
1.	DMS Facility Services (DMS)	S. Pasadena, CA	73
2.	Allied (ALD)	Santa Ana, CA	67
3.	Uniserve (UNI)	Commerce, CA	66
4.	Commercial Cleaning Systems (CCS)	El Segundo, CA	64
5.	BriteWorks (BWI)	Covina, CA	64
6.	MJM Facility Support Services (MJM)	Long Beach, CA	59
7.	US Metro Group (USM)	Los Angeles, CA	48
8.	Premier Property Preservation (PPP)	Panorama City, CA	38

On November 18, 2019, a panel of reviewers comprised of department stakeholders from Finance, Human Services and Recreation, Library and Information Services, Planning, Police, Public Health, and Public Works evaluated the proposal submissions.

Proposals were scored in accordance with the RFP evaluation criteria, based on the vendor's proposed service solutions, approach to risk mitigation, industry experience, cost to perform the proposed work, and status as a local and/or small/micro business. Scores by criteria are as follows:

Criteria	Max Score	DMS	ALD	UNI	CCS	BWI	MJM	USM	PPP
Proposed Solution	25	18.0	15.6	14.8	15.6	14.8	14.8	9.4	5.5
Quality Control Plan	15	12.7	12.7	8.9	10.8	9.4	5.6	4.2	1.5
Experience	25	21.1	20.3	23.4	18.8	14.8	15.6	14.8	5.6
Price Proposal	25	21.0	18.0	14.0	19.0	25	23	20.0	25
Local Business	5	0	0	0	0	0	0	0	0
Small/Micro Business	5	0	0	5	0	0	0	0	0
Total	100	72.8	66.6	66.1	64.2	64.0	59.0	48.4	37.6

Based on the scoring criteria, staff recommends awarding this contract to DMS, to provide janitorial services at various City facilities for an amount not to exceed \$7,016,054 for three years with the option of two one-year extensions in the annual amount of \$2,473,254 for option year one, and \$2,543,180 for option year two, for a total contract amount of \$12,032,488 over five years.

DMS is the current service provider to the City of Pasadena operating under a one-year contract, approved by City Council on October 1, 2018. The current contract expires on February 28, 2020. Per the City's financial system on December 5, 2019, invoices totaling \$834,275 have been paid to cover janitorial services up to September 30, 2019.

From its headquarters in South Pasadena, California, DMS operates in major business markets across the nation. Supported by regional offices throughout California and Arizona, DMS is one of the largest privately held building maintenance firms in the Western United States; reporting annual revenues of \$70 million. DMS has also achieved ISSA's *Cleaning Industry Management Standard (CIMS)*, as well as *CIMS-Green Building (CIMS-GB)* certification. ISSA is a worldwide trade association for the cleaning industry.

There are 35 janitors working under the current contract. Pursuant to the Displaced Janitor Opportunity Act of 2001, since more than 25 janitors service the City's buildings DMS must retain all janitors on staff at the end of the current contract period. The janitors, who are union represented non-City employees, are familiar with the maintenance needs of the City's buildings; therefore, their continued employment will provide continuity during the various contract periods.

This proposed contract fully complies with the Living Wage Ordinance.

COUNCIL POLICY CONSIDERATION:

This authorization supports the City Council's strategic goal to main fiscal responsibility and stability, improve, maintain, and enhance public facilities and infrastructure, support and promote the quality of life and local economy; and ensure public safety.

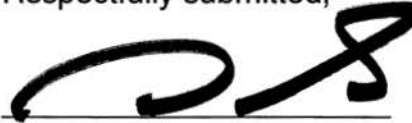
ENVIRONMENTAL IMPACT:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment.

FISCAL IMPACT:

The total cost of this action is \$12,032,488. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account 50222061-811400 Building Maintenance Fund Housekeeping Program. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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