

Agenda Report

May 12, 2014

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: REJECTION OF BIDS FOR CITYWIDE HOUSEKEEPING SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Reject all bids received on March 12, 2014 in response to specifications for Citywide Housekeeping Services 2014; and
2. Authorize 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 \$865,997.

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: Library; 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 # 19,804-4 held by Topflite Building Services, Inc. located in District Heights, Maryland is scheduled to expire on May 31, 2014. The original contract was approved by City Council on November 17, 2008 and was issued for two years with the option of three, one-year extensions.

On October 28, 2013, the City authorized to extend the housekeeping contract on a month-to-month basis to a maximum of six months, expiring on May 31, 2014 to allow staff sufficient time to revise the bid specifications and complete the formal bid process. On February 20, 2014, the Notice Inviting Bids was published in the *Pasadena Star News* and posted on the City's web page.

Reject All Bids – Citywide Housekeeping Services

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Upon detailed review of the bid documents by the Department of Public Works, and following receipt of a bid protest letter, the Department determined that three of the seven bidding companies failed to follow explicit bid specifications and instructions by placing zero dollars in items where each bidder was required to enter an amount greater than zero. After extensive review and consideration by the Departments of Public Works, Finance, and the City Attorney's Office, staff determined that the bid documents have created confusion among the bidders. To assure all of the bidders understand the bid documents, the Department of Public Works recommends that the City Council reject all bids, allow the City to revise bid documents, and complete bidding process for this important services contract. Additional steps will be taken to ensure clarity of bid documents including peer review by other agencies who bid similar services.

Extending the existing contract # 19,804-4 on a month-to-month basis up to a maximum of six months, will provide City staff enough time to revise the bid specifications and complete the formal bid process. Under this contract extension recommendation, Topflite Building Services, Inc., will continue to provide janitorial services on a month-to-month basis without interruption using the same rates as set out in contract extension #19,804-4.

The Department of Public Works anticipates completing the Invitation to Bid document and advertising this opportunity in June 2014, followed by a mandatory job walk in early July 2014. The Department of Public Works anticipates a contract being awarded in September 2014.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's strategic 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:

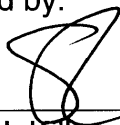
The cost of this action is \$865,997. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Housekeeping budget (account 8114-502-766400). It is anticipated that a new housekeeping contract will be in place prior to November 30, 2014 and no more than \$865,997 will be expended during FY 2014 and FY 2015.

Respectfully submitted,



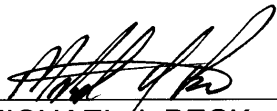
SIOBHAN FOSTER
Director of Public Works

Prepared by:



Sharon J. Killoran
Management Analyst IV

Approved by:



MICHAEL J. BECK
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

LASCELLES	SAMUELS
WINSTON	CAMPBELL

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

LASCELLES	SAMUELS

Prepared by: LASCELLES SAMUELS

Title: PRESIDENT, TOPFLITE BUILDING SERVICES, INC.

Date: 11/21/2012

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____
