



Agenda Report

February 10, 2020

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO EXTEND CONTRACT NO. 31330 WITH DMS FACILITY SERVICES FOR CITYWIDE HOUSEKEEPING SERVICES ON A MONTH-TO-MONTH BASIS NOT TO EXCEED THREE MONTHS IN AN AMOUNT NOT TO EXCEED \$140,000 PER MONTH

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the Contract with DMS Facility Services (DMS) for Citywide Janitorial Services 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 an effect on the environment;
2. Authorize the City Manager to extend Contract No. 31330 with DMS on a month-to-month basis not to exceed three months to perform citywide janitorial services for an amount not to exceed \$140,000 per month; and
3. Grant the proposed extension an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

EXECUTIVE SUMMARY:

On December 16, 2019, an agenda report for contract award to DMS to provide Citywide Janitorial Services was presented to City Council for an amount not to exceed \$12,032,488.

City Council requested that City staff; a) look into the impact to the City if it were to break up the janitorial services contract into smaller units, to allow local janitorial service providers the opportunity to bid; and b) assess the level of capacity of local companies to undertake a janitorial services contract. It was requested that City staff return to City Council with findings in late January/early February.

While conducting the above research, City staff is requesting an extension of the current janitorial services contract to allow City staff time to evaluate the issues raised by the Council, as well as to assess the viability of separating out some City facilities for a pilot program.

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 December 16, 2019, City Council directed City staff to return with an analysis of the impact to the City if it were to divide the janitorial services contract into smaller units in order to broaden the pool of potential bidders. In addition, City staff has been assessing the level of capacity of local companies to undertake a janitorial services contract.

However, the current janitorial contract expires on February 25, 2020. While this analysis is being conducted, City staff recommends that the current contract with DMS be extended on a month-to-month basis not to exceed three months. Additionally, in keeping with the spirit of the Council's comments, staff is currently exploring the viability of engaging a local agency to develop and implement a pilot job training program utilizing certain City facilities.

It is in the City's best interest to extend the contract during the evaluation process to provide uninterrupted service to City facilities. DMS currently employs the following number of personnel as it relates to the City of Pasadena:

- A total of 37 employees work for DMS who are Pasadena residents (15 of which are assigned to the City of Pasadena contract).
- There are 75 employees working for DMS assigned at various job sites within the City of Pasadena (36 of which work on the City of Pasadena contract).

The current contract with DMS fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the proposed contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

Pursuant to the Displaced Janitor Opportunity Act of 2001, since 25 or more janitors service the City's buildings, DMS will retain all janitors on staff.

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.

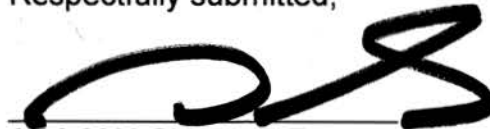
ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the 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 total cost of this action will be \$420,000. 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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