



Department of Transportation

**AUTHORIZATION TO ENTER INTO A CONTRACT
WITH JONCO WEST TO PROVIDE JANITORIAL
SERVICES IN FOUR CITY OWNED PARKING
LOTS IN AN AMOUNT NOT TO EXCEED \$185,130
FOR THE INITIAL THREE-YEAR TERM**

City Council
November 16, 2020



Item 1



Recommendation

Department of Transportation

- Accept the bid dated September 21, 2020, submitted by Jonco West in response to specifications to Furnish and Deliver Janitorial Services in Four City Owned Parking Lots; and
- Reject all other bids received; and
- Authorize the City Manager to enter into a three year contract not to exceed \$185,130 which includes the base contract amount of \$168,300 and a contingency of \$16,830 to provide for any necessary change orders; and
- Authorize the City Manager to extend the contract for two optional one-year terms not to exceed \$61,710 annually without further Council approval with a maximum contract of five years and a not-to-exceed contract amount of \$308,550.



Background

Department of Transportation

- The City has four surface parking lots and there is a need to maintain them by providing janitorial services on a daily basis.
- On September 10, 2020, the Department of Transportation released specifications for Furnish and Deliver Janitorial Services in Four City Owned Parking Lots.
 - > Announcement posted on Planet Bids.
 - > Notices sent to 616 vendors.
 - > 42 vendors downloaded the documents.
 - 5 were local.



Background

Department of Transportation

- Vendors were asked to provide a monthly rate to perform the following services in the lots:
 - > Daily use brooms and blowers to remove all soil, litter, and debris from parking lot surfaces. Debris shall be picked up and not blown into adjoining properties. (Compliance with the City's "Leaf Blower Ordinance" is mandatory.)
 - > Pickup, remove and dispose of all trash and debris from paved surfaces and planter areas. The Contractor must not impact surrounding properties by redistributing trash and debris while manually or mechanically cleaning the parking lot. The Contractor is responsible for disposal of all trash and debris, the City will not provide a dump site.
 - > Daily empty all area waste baskets, cigarette ash receptacles and other trash containers. The Contractor shall replace all soiled or torn trash receptacles liners.



Background

Department of Transportation

- > Report bulky items directly to the City's bulky item pickup service.
- > Daily pull all weeds in tree wells and throughout the lots.
- On September 23, 2020, seven responsive bids were received, one of which was local:

Bidder	Location	Annual Price
Jonco West	Eastvale, CA	\$56,100
HW Maintenance LAX LLC	Sun Valley, CA	\$77,319
JJ Property Maintenance Network	Pasadena, CA	\$113,568
Kleenway Services, Inc	Los Angeles, CA	\$191,758
Powerwashing Pros	Tarzana, CA	\$223,800
Executive Suite Services, Inc	Los Angeles, CA	\$246,000
RMP Safety Services Inc, Heights Landscaping	Los Alamitos, CA	\$315,760

- Jonco West provided the lowest responsive and responsible bid and complies with the requirements of the Specifications.



Fiscal Impact

Department of Transportation

- The contract amount for the initial three-year term is \$168,300. The annual not to exceed amount will be \$61,710 annually.
- Funding for the contract will be addressed by the utilization of existing budgeted appropriations in the contract services accounts 217240011-811400, 40724019-811400, and 40724020-811400.