

# Agenda Report

November 16, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: 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**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3); and
2. 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
3. Reject all other bids received; and
4. 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
5. 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:**

The City of Pasadena 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 to Furnish and Deliver Janitorial Services in Four City Owned Parking Lots which was posted on Planet Bids and notices were generated to 616 vendors. Forty-two vendors downloaded the documents of which five vendors were local. Per the bid specifications vendors were asked to provide a monthly rate to perform the following services at the four parking lots:

1. 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.)
2. 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.
3. Daily empty all area waste baskets, cigarette ash receptacles and other trash containers. The Contractor shall replace all soiled or torn trash receptacles liners.
4. Report bulky items directly to City's bulky item pickup service.
5. 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. The results of the bids were as follows:

<b>Bidder</b>	<b>Location</b>	<b>Annual Price</b>
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.

It is recommended that the City Council award a contract to Jonco West for an amount not to exceed \$185,130 for the initial three-year term. This includes the base contract amount of \$168,300 and a 10% contingency of \$16,830. The contract may be extended for two additional one-year extensions not-to-exceed \$61,710 annually, subject to the approval of the City Manager and without further City Council approval, provided that the contracting terms remain the same.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goal of the Strategic Plan: Maintain Fiscal Responsibility and Stability. It also supports and promotes the quality of life and the local economy.

**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 janitorial services contract will not result in any significant effect on the environment.

**FISCAL IMPACT:**

The cost of this action will be \$168,300 for the initial three-year term of the contract. The annual not to exceed contract amount will be \$61,710 for each year of the contract term. Funding for the contract will be addressed by the utilization of existing budgeted appropriations in the Department of Transportation contract services accounts for the South Lake Parking District (21724011-811400), Playhouse Parking Lot (40724019-811400), and Union/EI Molino Parking lot (40724020-811400).


The following table presents a summary of the sources of funds that will be used each year of the contract.

South Lake Parking District	\$37,488
Playhouse Parking Lot	\$13,530
Union/EI Molino Parking Lot	\$10,692
<b>Total Sources</b>	<b>\$61,710</b>

Respectfully submitted,

  
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Department of Transportation

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Approved by:

  
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