

Agenda Report

September 27, 2021

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: CONTRACT AWARD TO COMMON AREA MAINTENANCE SERVICES TO PROVIDE JANITORIAL SERVICES IN THREE CITY OWNED PARKING LOTS IN AN AMOUNT NOT TO EXCEED \$265,914 FOR THE INITIAL THREE-YEAR TERM

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 an effect on the environment;
2. i) Accept the bid dated August 10, 2021, submitted by Common Area Maintenance Services (dba CAM Property Services) in response to specifications for janitorial services in three city owned parking lots; ii) Reject all other bids received; and iii) Authorize the City Manager to enter into a three year contract not to exceed \$265,914 which includes the base contract amount of \$241,740 and a contingency of \$24,174 to provide for any necessary change orders; and
3. Authorize the City Manager to extend the contract for two optional one-year terms not to exceed \$88,638 annually with a maximum contract of five years and a not-to-exceed contract amount of \$443,190.

BACKGROUND:

The Parking Division of the Department of Transportation oversees operation of the surface parking lots at Shopper's Lane, and the surface lot to the west of the Pasadena Playhouse. Daily janitorial service and weed abatement in these lots is critical to maintaining a positive appearance for customers of the retail and offices that these lots serve. While these services were provided previously via the City's landscaping and janitorial contracts, City staff determined the lots would be better served by obtaining these services from specialized vendors who typically provide such services in parking facilities.

On September 10, 2020, the Department of Transportation released specifications to Furnish and Deliver Janitorial Services in Four City Owned Parking Lots. On November 16, 2020, staff brought forth a recommendation for award of contract for City Council consideration. At that time, City Council expressed concerns with the clarity of the scope of work. On April 26, 2021 staff requested that City Council reject all bids in order to reissue the bid specification with a clearer scope of work.

In May 2021 staff began a pilot program with a local business, Your Local Power Washers, to provide interim services on an informal trial basis until the bid specification was reissued and a new contract awarded. This pilot program was ended in early July as the vendor was unable to continue to provide service. Currently the lots are being serviced on an emergency basis by MASH and Curcio Enterprises.

On July 22, 2021 the Department of Transportation released specifications to Furnish and Deliver Janitorial Services in Three City Owned Parking Lots which was posted on Planet Bids (the lot at Union/El Molino was not included in this specification as the parking lot has temporarily closed due to construction of the park). The Purchasing Division of the Finance Department emailed notices of the bid to 712 vendors, 35 of which were local, or 5% of the total possible bidders. Forty-five vendors downloaded the documents of which three vendors were local, or 7% of the total downloads. A mandatory pre-proposal walk through of the sites was held, with representatives from eight firms in attendance.

Per the bid specifications vendors were asked to provide a monthly rate to perform the following services at the three parking lots:

1. Daily use brooms and blowers to remove all paper, glass bottles, broken glass, cigarette butts, plastic bags, twigs, cans, excrement, posters, gum, bird droppings and any other litter or debris that is foreign to the parking lot surfaces. Debris shall be picked up and not blown into adjoining properties, with particular care given not to blow any debris into stairwells or doorways in the Playhouse lot. (Compliance with the City's "Leaf Blower Ordinance" is mandatory. For more information, visit <https://www5.cityofpasadena.net/wp-content/uploads/sites/56/2017/07/Leaf-Blower-Ordinance.pdf>).
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 proper 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. Daily remove posters, stickers, and graffiti from any poles, walls or other areas within the lots.
5. Report bulky items directly to City's bulky item pickup service.
6. Daily pull all weeds in tree wells and throughout the lots.

On August 10, 2021, seven responsive bids were received, one of which was local. Since this was a lowest responsive bid process, there were no local bonus points to award. The results of the bids were as follows:

Bidder	Location	Annual Price
CAM Property Services	Torrance, CA	\$80,580
Jonco West LLC	Eastvale, CA	\$83,400
Premier Property Preservation	Panorama, CA	\$83,700
JJ Property Maintenance Network	Pasadena, CA	\$100,464
Unlimited Building Maintenance Services	Victorville, CA	\$100,584
Executive Suite Services	Northridge, CA	\$231,780
Sustainable Mitigation	Angelus Oaks, CA	\$364,032

CAM Property Services provided the lowest responsive and responsible bid and complies with the requirements of the Specifications. This vendor has not done prior business with the City.

It is recommended that the City Council award a contract to CAM Property Services for an amount not to exceed \$265,914 for the initial three-year term. This includes the base contract amount of \$241,740 and a 10% contingency of \$24,174. The contract may be extended for two additional one-year extensions not-to-exceed \$88,638 annually, subject to the approval of the City Manager, provided that the contracting terms remain the same.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's strategic goals to maintain fiscal responsibility and stability and to promote 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 \$265,914 for the initial three-year term of the contract. The annual not to exceed contract amount will be \$88,638 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) and Playhouse Parking Lot (40724019-811400).

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

South Lake Parking District	\$74,646
Playhouse Parking Lot	\$13,992
Total Sources	\$88,638

Respectfully submitted,



LAURA RUBIO-CORNEJO

Director

Department of Transportation

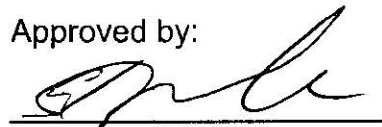
Prepared by:



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Approved by:



STEVE MERMELL

City Manager