



Legislation Text

File #: 24-024, **Version:** 1

Adopt a Resolution to Approve and Authorize the City Manager to Execute a Non-Professional Services Agreement with Impec Group for Citywide Janitorial Services for a Term of Five (5) Years with Two (2) One-Year Extension Options for a Cumulative 5-Year Total Not to Exceed \$5,014,614

COUNCIL PRIORITY

- Infrastructure

SUMMARY

The Public Works Department issued an RFP on August 16, 2023, for Citywide janitorial services. Twelve vendors submitted proposals, and of those, Impec Group was selected to provide services for 5 years at a total cost of \$5,014,614.

RECOMMENDATIONS

Staff recommends that the City Council authorize the City Manager to execute a Non-Professional Services Agreement with Impec Group to provide Citywide janitorial services.

BACKGROUND

On August 16, 2023, the Public Works Department issued Request for Proposals (RFP) #60987 for complete janitorial services in City facilities throughout the City of San Leandro. The work includes all services, labor, materials, transportation, and equipment necessary to perform the work. Unit pricing is also included for extra work that the City may request.

Twelve firms submitted proposals and were deemed responsive to the RFP. After review by a committee of internal staff, the twelve proposals were ranked according to the following criteria: Quality and Completeness of Proposal and Adherence to the Requirements; Qualifications; Experience of Key Management Staff; Experience of Staff; Operations Plan and Technical Proposals; Transition Plan; Proposed Methodology; Quality Control Measures; Financial Condition; and Cost Proposal.

An informational meeting was held on August 31, 2023, with prospective vendors. The four highest scoring proposals/vendors were invited to interview with City staff. The purpose of the interviews was to discuss the content of the proposals submitted against the requirements of the RFP and to review any clarifications.

The most qualified company was Impec Group, located in Santa Clara, based on proposal, pricing, interview, and references with other public agencies for similar sized work. City staff negotiated with Impec Group to finalize the proposed agreement.

Analysis

If authorized, Impec Group will provide Base Janitorial Services, Day Porter Services, Quarterly Dusting of Library Facilities and Extra Services effective April 1, 2024, through June 30, 2029, for a not-to-exceed amount of \$5,014,614. Extra services, requested by the City on an as-needed basis, will include:

- Vinyl flooring waxing and buffing (frequency varies by facility)
- Deep carpet cleaning (frequency varies by facility)
- Exterior window cleaning by request

Adjustments for cost increases were made as a part of the pricing proposals to lock in agreed-upon increases over the 5 years of the agreement, and to be comparable pricing based on the 5-year total. The total fee includes increases each year to cover inflation.

The contract will extend through June 30, 2029, with the option for the City to extend the contract annually for two additional one-year terms by contract amendment.

Because of the length of the agreement (5 years) and uncertainties as to additional areas and/or services that the City may request during those five years, a contingency amount of \$25,000 per year of service is also included in the not-to-exceed amount (also subject to the CPI increase). The contingency would be executed if: a) authorized in writing by City staff; b) there is available funding in the operating budget; and c) issuance of a purchase order to cover that amount. This provides flexibility for staff and reduces the likelihood that an amendment to the contract is required.

Financial Impacts

The Non-Professional Services Agreement will cost \$1,109,139 for the first fiscal year of the contract, a 15-month period which encompasses the last three months of fiscal year 2023-2024 plus the full 12 months of fiscal year 2024-2025. The service is included in the council-approved budget for both fiscal years in the Facilities Maintenance Fund (687). There is sufficient funding in account 687-18-001-5350 for fiscal year 2023-2024 and sufficient funds have been budgeted for year 2024-2025.

Anticipated costs for the full 5-year contract with the annual \$25,000 contingency and CPI adjustments:

FY 2024-2025 - \$1,109,139 (including the last three months of FY 2023-2024)
FY 2025-2026 - \$933,514
FY 2026-2027 - \$961,520
FY 2027-2028 - \$990,365
FY 2028-2029 - \$1,020,076.10
Total 5-Year Not-to-Exceed Amount - \$5,014,614

This Council action will not impact fund balance because there are funds available in the FY 2023-2024 and FY2024-2025 adopted budgets.

ATTACHMENTS

Attachment A: Resolution for Citywide Janitorial Services

Attachment B: Scope of Work for NPSA

Attachment C: Compensation Schedule for NPSA

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