



Office of the City Manager

CONSENT CALENDAR
June 11, 2013

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Robert Hicks, Director, Finance
Subject: Contract: Universal Building Services for Citywide Janitorial Services for Various Locations and Facilities

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a three-year Citywide contract and any amendments with Universal Building Services (UBS) to provide Citywide janitorial services at 27 various City locations and facilities for the period July 1, 2013 to June 30, 2016, in an amount not to exceed \$1,830,000, with an option for two one-year extensions for a total five year contract for an amount not to exceed \$3,137,000, subject to the City's annual budget appropriation process.

FISCAL IMPACTS OF RECOMMENDATION

By awarding a citywide contract over the next several years, the City will continue to enjoy and maintain the economy of scale it received in 2008 when it leveraged its various sites for cost savings of \$120,000 during the first five 5 year period. This contract will consolidate that cost savings baseline while still providing the current level of service. The funds for this contract will be available in each individual department's budget (16 Funds) on an annual basis for both the original three-year contract and any of the exercised options. This contract has been entered into the City's contract database and assigned CMS No. A7RPS.

The Scope of Work includes 27 sites which are listed below:

All Mental Health Facilities (Four Locations): 2640 Martin Luther King Jr. Way, 2636 Martin Luther King Jr. Way, 3282 Adeline Street and 1645 Oregon Street.
(Budget Codes: 061-4431-440-3038, 065-4431-440-3038, 010-4445-440-3038, 010-4455-440-3038, 063-4403-440-3038, 063-4405-440-3038, 063-4406-440-3038, 063-4407-440-3038, 063-4412-440-3038, 055-4566-440-3038 and 010-4543-440-3038 \$49,000) annually.

Public Works Facilities (Five Locations): 1947 Center Street, 2100 Martin Luther King Jr. Way (Public Safety Building), Senior Centers: 1901 Hearst Street, 2939 Ellis Street,

and 1900 Sixth Street. (Budget Codes: 850-5411-410-6020 and 866-5411-410-6020 \$317,000) annually.

Parks, Recreation and Waterfront Facilities (Seven Locations): 2720 Hillegass, 1720 8th Street, 1301 Shattuck Avenue, 2800 Park Street and 1730 Oregon Street. 2800 Park Street, 1730 Oregon Street, the Berkeley Marina Restrooms, and the Marina Office. (Budget Codes: 010-5980-450-6020, 010-5981-450-6020, 010-5982-450-6020, 010-5990-450-6020, 010-5983-450-6020, 825-5901-450-3038 \$148,000) annually.

Police Traffic Substation: 841 Folger Street (Budget Code: 840-7303-420-3043 \$13,000) annually.

Fire: 997 Cedar Street, and all seven (7) Fire Station's semi -annual carpet cleanings. (Budget Code: 010-6404-420-3043 \$15,000) annually.

Planning: 2120 Milvia Street (Budget Code: 833-8301-463-3043 \$37,000) annually.

City Manager/Animal Shelter: 1 Bolivar Drive (010-0704-410-3038 \$24,000) annually.

CURRENT SITUATION AND ITS EFFECTS

A Request for Proposal was advertised in February 2008. Upon reviewing the cost, references, financial capabilities and affiliations, Universal Building Services was determined to be the best value for the City based on the selection criteria. In June of 2008, the City entered into a contract (Contract No. 7676) with Universal Building Supply (UBS) that included five Scopes of Work (SOW). SOW#1 all four Mental Health sites, SOW#2 Public Works-1947 Center Street, 2100 Martin Luther King Jr. Way, and the three senior centers, SOW#3 the five recreation centers, SOW#4 the Police Traffic Substation, and SOW#5 the Marina Restrooms. In October 2008, an amendment was executed to include the Marina Port Office as part of SOW#5. Since the original contract was executed, five additional Scopes of Work have been added. The Fire Training site at 997 Cedar Street was added as SOW#6, the Early Childhood Development site was added as SOW#7, all seven Fire Stations bi-annual carpet cleaning and shampooing was added as SOW#8, the Planning site at 2118 Milvia was added as SOW#9, and, finally, in October 2012 the Animal Shelter was added as SOW#10. All these Scopes of Work plus the Library (which will execute a separate contract) were consolidated and included in the current RFP (#13-10738-C) that was released in March of 2013. The services for all these sites have been performed by an outside vendor, and this RFP is the continuation of providing this service.

BACKGROUND

In the past, the City hired janitorial staff to clean and maintain City buildings. Over the years, the cost became prohibitive since it was necessary to backfill positions while the regular staff was on vacation, illness and, especially, extended injuries. The City decided to contract these janitorial functions to third parties. In contracting these

functions to outside vendors, each city department was responsible for its own RFP, selection, and award process. As a result, over the years the City entered into multiple janitorial contracts with various janitorial contractors and sometimes with multiple vendors in the same department. This practice did not allow the City to leverage its purchasing power. The multiple contracts were cumbersome, ineffectual, more costly and difficult to administer. In 2008 the City released a RFP for Janitorial Services for sixteen sites. The contract was awarded to Universal Building Services (UBS). As the other sites' contracts expired, they piggy-backed off the UBS contract until all sites were covered under one Citywide contract. As a result, having a citywide agreement for the entire City made it more efficient and less expensive due to the City leveraging its buying power and using economies of scale to lower the unit rates. After exercising the last option for the current fiscal year, in March of 2013 the City released a new RFP (#13-10738-C) to provide janitorial services for all City sites. Seven Janitorial Service providers responded to the RFP: ABM, Allan Bermudez Janitorial, First Building Maintenance, Impec, Pride Industries, Universal Building Maintenance and Universal Building Services. A selection panel of City staff was constituted to evaluate proposals received. The team evaluated proposals based on the criteria listed in the RFP: Cost was weighted at 40% of the selection criteria along with responsiveness, qualifications experience and references, quality assurance programs, and employee relations, training and safety programs. After evaluating each proposal for cost, the selection panel picked the four lowest respondents for further evaluation. The team analyzed qualifications, experience, references, quality assurance programs, responsiveness to the RFP, and discussed the relative merits of each proposal. Based on the proposals, extensive analysis and panel discussion the panel then ranked the vendors. Universal Building Services was ranked the highest of the four lowest priced vendors.

RATIONALE FOR RECOMMENDATION

Universal Building Services offers the best value for the City in terms of its experience and capacity, met all the City's specifications and had the highest score among the selection panel. Based on this, the panel recommends and determines UBS to be the best value for the City's Janitorial needs.

ALTERNATIVE ACTIONS CONSIDERED

None. The City no longer has staff to service these buildings and sites; therefore the City went out to bid, did its due diligence in evaluating the bids and satisfied the competitive process.

CONTACT PERSON

Henry Oyekanmi, General Services Manager, Finance, 981-7326

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: UNIVERSAL BUILDING SERVICES FOR CITYWIDE JANITORIAL
SERVICE FOR VARIOUS CITY LOCATIONS AND FACILITIES

WHEREAS, janitorial services are critical for cleaning and maintaining service at various City locations and facilities; and

WHEREAS, the contract for each of these various locations and facilities will expire on June 30, 2013, and a Request for Proposal (RFP) was duly advertised in March 2013, resulting in the following seven responses: ABM, Allan Bermudez Janitorial, First Building Maintenance, Impec, Pride Industries, Universal Building Maintenance, and Universal Building Services; and

WHEREAS, as part of the competitive proposal solicitation that was held for providing janitorial services to the various city locations and facilities, the proposal submitted by Universal Building Services was determined to best meet the City's needs; and

WHEREAS, the City does not have available staff to perform these janitorial services at these sites; and

WHEREAS, funds for this contract will be available in each individual department's budget on an annual basis for the first three (3) years and for the other two (2) year options; CMS No. A7RPS.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the proposal by Universal Building Services is accepted by the Council and that the City Manager is authorized to execute a three-year Citywide contract and any amendments with Universal Building Services (UBS) to provide Citywide janitorial services at 27 various City locations and facilities for the period July 1, 2013 to June 30, 2016, in an amount not to exceed \$1,830,000, with an option for two one-year extensions for a total five-year contract for an amount not to exceed \$3,137,000; subject to the City's annual budget appropriation process.