



Office of the City Manager

CONSENT CALENDAR
July 24, 2018

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Henry Oyekanmi, Director, Finance
 Subject: Contract No. 9370 Amendment: Universal Building Services for Citywide Janitorial Services for Various Locations and Facilities

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to increase the not to exceed value of Contract No. 9370 by \$800,000, from \$3,137,000 to \$3,937,000 to fund FY 2019 citywide janitorial services currently provided by Universal Building Services (UBS) at approximately 27 City locations and facilities.

FISCAL IMPACTS OF RECOMMENDATION

On June 11, 2013 Council authorized the City Manager to execute a 3-year citywide contract and any amendments with Universal Building Services (UBS) to provide janitorial services at approximately 27 City locations and facilities. The contract included an option to extend for two additional one-year periods for a maximum five-year contract term with a maximum not to exceed value of \$3,137,000. Additional spending authority is required to extend the agreement for an additional one-year period to ensure continuity of service while a new solicitation is initiated for services to begin on or about July 1, 2019. It is estimated, based on prior year run rates that an additional \$800,000 is needed to fund services ordered by using departments. The funds for this contract are available in each individual department's budget on an annual basis, including but not limited to:

All Mental Health Facilities:

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.

Public Works Facilities:

Budget Codes: 850-5411-410-6020 and 866-5411-410-6020.

Parks, Recreation and Waterfront Facilities:

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.

Police Traffic Substation:

Budget Code: 840-7303-420-3043.

Fire:

Budget Code: 010-6404-420-3043.

Planning:

Budget Code: 833-8301-463-3043.

City Manager/Animal Shelter:

Budget Code: 010-0704-410-3038.

Expenditures for the initial contract period to date total \$3,088,453.83. The additional \$800,000 spending authority is expected to allow for the provision of services through the end of FY 2019, during which time the requirement will be re-bid.

This contract amendment has been entered into the City contract management database and assigned CMS No. HKEFF.

CURRENT SITUATION AND ITS EFFECTS

Request for Proposal (RFP) No. 13-10738 was released in March 2013. This RFP consolidated the janitorial service requirements of four Mental Health sites, two Public Works locations, three senior centers, five recreation centers, the Police Traffic Substation, the Marina restrooms and Port Office, the Fire Training site, the Early Childhood Development site, all seven Fire Stations (for bi-annual carpet cleaning), the former Planning site at 2118 Milvia, the Animal Shelter, and the Library (which executed its own contract). Resolution No. 66-194-N.S. authorized the City Manager to execute Contract No. 9370 with UBS for a 3-year period with options to extend for two additional one-year periods. The services for all these sites had been performed by an outside vendor, and Contract No. 9370 continued that service delivery method.

The five-year contract period was set to expire June 30, 2018 and a contract extension through June 30, 2019 was executed to ensure continuity of service while a new RFP process is initiated for future services. UBS agreed to the contract extension for the FY2019 period on the same prices, terms and conditions. Additional spending authority in the amount of \$800,000 is needed to cover anticipated expenditures during the extended period.

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, out due to illness and, especially, due to extended injuries. The City decided to contract these janitorial functions to third parties. 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 one service 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. In March of 2013 the City released a new RFP (No. 13-10738-C) to provide janitorial services for all City sites receiving contracted janitorial services. Seven janitorial service providers responded to the RFP. A selection panel of City staff evaluated proposals based on the criteria listed in the RFP: Cost (weighted 40%); 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.

The five-year term of Contract No. 9370 was scheduled to expire June 30, 2018; however it was extended for an additional year to allow for continuity of service and a new RFP process. There has been keen interest in the upcoming RFP with 18 companies, including the incumbent expressing intent to participate in the upcoming RFP release.

ENVIRONMENTAL SUSTAINABILITY

Universal Building Services is required by contract to use environmentally friendly cleaning agents pre-approved by the City.

RATIONALE FOR RECOMMENDATION

To ensure service continuity during the one-year extension of the contract term and provide requisite funding.

ALTERNATIVE ACTIONS CONSIDERED

None. The City no longer has staff to service these buildings and sites; therefore continuing service under the existing contract is required.

CONTACT PERSON

Shari Hamilton, General Services Manager, Finance Department, 981-7329

Attachments:

1: Resolution

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

CONTRACT NO. 9370 AMENDMENT: UNIVERSAL BUILDING SERVICES FOR CITYWIDE JANITORIAL SERVICES FOR VARIOUS LOCATIONS AND FACILITIES

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

WHEREAS, in March 2013, the City issued a Request for Proposal (“RFP”) for Citywide Janitorial Services; and

WHEREAS, of the seven (7) responsive proposals submitted Universal Building Services offered, based on the selection criteria of the RFP, the best overall value to the City; and

WHEREAS, on June 11, 2013 Council authorized the City Manager to execute a contract and any amendments with Universal Building Services; and

WHEREAS, the contract has been previously extended through June 30, 2019 by action of the City Manager in accordance with Article 3.a. contained therein; and

WHEREAS, additional funding in the estimated amount of \$800,000 is required to cover expenditures during the extension period, CMS No. HKEFF; and

WHEREAS, funds for this contract has been made available in each using department’s budget for the FY2019 period.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 9370 with Universal Building Services for citywide janitorial services to increase the not to exceed value of the contract by \$800,000, from \$3,137,000 to \$3,937,000 to cover anticipated expenditures for the FY19 period.