

Legislation Text

File #: BILL NO. 17-85, **Version:** 2

AN ORDINANCE AUTHORIZING THE DUAL AWARD OF RFP NO. 2017-063 FOR CUSTODIAL SERVICES TO ALLIANCE JANITORIAL, INC. AS THE PRIMARY VENDOR UNDER AGREEMENT NO. 2017-063-1 AND CITY WIDE MAINTENANCE AS THE SECONDARY VENDOR UNDER AGREEMENT NO. 2017-063-2 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE SAID AGREEMENTS FOR THE SAME BY AND ON BEHALF OF THE CITY.

Issue/Request:

Award of RFP 2017-063 for a one-year contract with four possible one-year renewal options for Custodial Services to Alliance Janitorial, Inc. as the primary vendor and City Wide Maintenance as the secondary vendor for multiple City departmental use.

Key Issues:

Central Building Services is a division of the Administration Department. CBS is responsible for the daily custodial work at 9 facilities including City Hall, Police HQ, Fire HQ, Maintenance Facility, Animal Control, Water Operations, Tudor Lift Station, South Terminal and the Downtown Restrooms. For a period of several years, the department's custodial team was stable and consisted of 5.5 custodians and 1 Lead Custodian. In 2015, the 2 custodians on the Police Department budget merged with the CBS staff. Over the past three years, 3 lead custodians and 3 custodians were hired and left after a short time. Filling vacancies has become increasingly difficult. Currently, the staff consists of 4 FTEs with no lead custodian.

Recently, the CBS Division underwent a performance audit of its' operations and services. The results of that audit suggested the contracting out of some or all of the custodial services needed by the City, indicating that many other similar organizations have recognized significant cost savings and increased levels of service through this method.

In response to this recommendation, as well as the staffing challenges which have been experienced recently, City staff began to explore the possibility of contracting out some or all of the custodial services. With the assistance of the Procurement and Contract Services Division of the Finance Department, RFP No. 2017-063 for custodial services was issued. A total of 8 proposals were received and, of those proposals, 3 vendors were selected for interview. The composite proposal score and composite interview score sheets are attached.

The proposals and interviews revealed that there would in fact be cost savings realized by contracting these services. Accordingly, the interview team made recommendations for engagement based upon the results of the interviews and the proposals received. The review committee recommended that Alliance Janitorial, Inc. be awarded a primary vendor contract and City Wide Maintenance be awarded a secondary vendor contract. The goal was to establish a primary vendor and also select a secondary/back-up vendor. These contracted services will complement the staff of CBS already providing custodial services to various City facilities.

Proposed City Council Motion:

Committee Recommendation:

Background:

Impact/Analysis:

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Timeline:

Start: April 30, 2017

Finish: April 29, 2018

Other Information/Unique Characteristics:

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Presenter: Steve Aldridge, City Architect

Recommendation: Staff recommends approval of AN ORDINANCE AUTHORIZING THE DUAL AWARD OF RFP NO. 2017-063 FOR CUSTODIAL SERVICES TO ALLIANCE JANITORIAL, INC. AS THE PRIMARY VENDOR UNDER AGREEMENT NO. 2017-063-1 AND CITY WIDE MAINTENANCE AS THE SECONDARY VENDOR UNDER AGREEMENT NO. 2017-063-2 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE SAID AGREEMENTS FOR THE SAME BY AND ON BEHALF OF THE CITY.

Committee Recommendation: [Enter Committee Recommendation text Here]