

BOARD MEETING DATE: February 4, 2022

AGENDA NO. 6

PROPOSAL: Execute Contract for Janitorial Services at Diamond Bar Headquarters

SYNOPSIS: The current contract for janitorial services at Diamond Bar headquarters expires on February 28, 2022. On October 1, 2021, the Board approved release of an RFP to solicit proposals from firms interested in providing these services. This action is to execute a 34-month contract with Santa Fe Janitorial Maintenance Services, Inc. for a total amount not to exceed \$1,649,751. Funding has been included in the FY 2021-22 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, January 14, 2022; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a thirty-four-month contract with Santa Fe Janitorial Maintenance Services Inc. for janitorial services at Diamond Bar headquarters for the period of March 1, 2022 through December 31, 2024, for a total amount not to exceed \$1,649,751, with an option to extend the contract for up to two additional years.

Wayne Natri
Executive Officer

AJO:VMR:vl

Background

South Coast AQMD contracts with a firm to provide routine janitorial services and supplies at its Diamond Bar headquarters. The contract term with the current contractor, Santa Fe Building Maintenance (doing business as Santa Fe Janitorial Maintenance Services, Inc. effective, January 1, 2022), expires February 28, 2022. On October 1, 2021, South Coast AQMD released RFP #2022-06 to solicit proposals from janitorial services providers interested in contracting with South Coast AQMD for a 34-month period.

In addition to routine janitorial services and additional work, South Coast AQMD may require occasional, special and/or emergency cleanup services that would not be covered under this contract. While it is difficult to anticipate the cost of special services, past experience indicates they typically increase costs by approximately five percent. Accordingly, the costs listed in this Board letter include an additional five percent beyond the costs submitted in the proposals.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino County Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin. Eight copies of the RFP were emailed out.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Nine vendors attended via Zoom the mandatory bidders conference held on October 14, 2021, and six vendors attended a mandatory, in-person walkthrough on various dates between October 19-29, 2021. Three proposals were received when final bidding closed at 2:00 p.m. on November 9, 2021. All three proposals received were complete and met RFP requirements.

The panel evaluating the proposals included three South Coast AQMD employees and one retired South Coast AQMD employee: a Facilities Services Technician, a Print Shop Supervisor, a Senior Administrative Assistant, and a former Business Services Manager. Of these four panel members, two are Caucasian, one is Hispanic, and one is African American; two are female and two are male.

The panel evaluated the three qualified and responsive proposals based on criteria specified in the RFP, which included completeness and responsiveness of the proposal, cost, understanding of the required janitorial services, contractor qualifications, and past experience.

The attached Bid Evaluation Summary summarizes the scores of the qualified bids. Santa Fe Janitorial Maintenance Services, Inc. (formerly Santa Fe Building Maintenance) submitted the lowest cost and highest-rated qualified bid, which included excellent references for comparable public sector janitorial services. Santa Fe Janitorial

Maintenance Services, Inc. has been providing janitorial services at South Coast AQMD headquarters since 2013. Staff recommends the contract be awarded to Santa Fe Janitorial Maintenance Services, Inc.

Resource Impacts

Sufficient funds in the amount of \$195,230.00 are available in the approved FY 2021-22 Budget for the remainder of this fiscal year. Subsequent funding will be requested in the budgets for each of the remaining fiscal years of the contract. Annual costs are \$195,230 for FY 2021-22; \$556,236 for FY 2022-23; \$593,817 for FY 2023-24; and \$304,468.00 for the six months term in FY 2024-25.

Attachment

RFP 2022-06 Bid Evaluation Summary

ATTACHMENT

RFP 2022-06 Bid Evaluation Summary Janitorial Services

NAME	34-month Janitorial Services Cost	Cost of Extra Work Requested (not included on point scale)	Total Cost	Subtotal Points (Work Requirement, Contractor Qualification, Cost, and Reference)	Additional Points – Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours Delivery Business, & Most Favored Customer)	Total Points
Santa Fe Janitorial Maintenance Services, Inc. (formerly Santa Fe Building Maintenance)	\$1,498,541.36	\$72,650.00	\$1,571,191.36	98.75	15	113.75
Guaranteed Janitorial Service, Inc.	\$1,888,367.40	\$181,035.00	\$2,069,402.40	78.55	15	93.55
J & S Building Maintenance	\$1,896,950.70	\$42,695.00	\$1,939,645.70	65.18	10	75.18