



CITY OF POMONA COUNCIL REPORT

April 23, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Award of Contract to United Maintenance Systems, Inc. for Janitorial Services at the Hourly Prices Bid**

Recommendations – That the City Council:

1. Award a contract for an initial three (3) year term with two (2) one-year extension options for janitorial services to United Maintenance Systems, Inc. at the hourly prices bid; and
2. Authorize the City Manager to execute the contract and any extensions or amendments, subject to review by the City Attorney.

Fiscal Impact – The anticipated cost of the initial three (3) year contract is \$312,084; \$104,208 per year, with two (2) one-year extension options. The anticipated cost for extension option year four is \$112,428 and the anticipated cost for extension option year five is \$117,228.

There are adequate funds to provide janitorial services for the remainder of FY 2017-18 as follows:

Building	Account No.	Approved FY 2017-18 Budget	FY 2017-18 Remaining Budget (as of 4/9/2018)	FY 2017-18 Estimated Costs (May 2018)
City Facilities	101-2541-52274-00000	\$121,672	\$48,675	\$7,754
Regional Transit Center	216-2506-52274-00000	\$17,040	\$10,012	\$915
TOTAL		\$138,712	\$58,687	\$8,669

The cost to cover contract services for future fiscal years will be handled within the annual budget process. As a note, the contract allows for an increase or decrease of services when required, as well as “as-needed” services for City-owned properties that are in addition to the defined Scope of Services.

Previous Council Action – On March 4, 2013, City Council approved a contract for

janitorial services to United Maintenance Systems, Inc. in the amount of \$97,992 for one-year term with an annual renewal option for up to four (4) additional years.

Public Noticing Requirements – Section 2-970 of the Purchasing Ordinance requires that a Notice Inviting Bids be published at least 10 days before the date of opening the City’s website and posted on the City’s Public Notice Board. A Request for Qualifications (RFQ) was posted on December 4, 2017. Bids were opened on January 3, 2018.

EXECUTIVE SUMMARY

The proposed action will award a contract to United Maintenance Systems, Inc., to provide janitorial services at the prices bid at Civic Center Facilities, Public Works Yard including Fleet Offices, Water Yard, Regional Transit Center, Police Department Facilities, and other City-owned property when required. The agreement will provide for an initial three (3) year contract term, at an anticipated cost of \$104,208 per year at current service levels, with two (2) one-year extension options. The anticipated cost for extension option year four is \$112,428 and the anticipated cost for extension option year five is \$117,228.

DISCUSSION

City Staff oversees and manages the performance of the janitorial contractor. The City has a current contract with United Maintenance Systems, Inc., due to expire on May 31, 2018. This company provides regularly scheduled janitorial services at Civic Center Facilities, Public Works Yard including Fleet Offices, Water Yard including Central Stores, Regional Transit Center, Police Department Facilities, and other City-owned property when required. To award janitorial services, the two-part bid process began December 4, 2017. In addition to posting the Bid to the City’s website and Public Notice Board, it was posted on the PlanetBid website. Two-hundred and fifty (250) external vendors were notified through Bid Broadcast and 22 City of Pomona vendors were notified.

After a thorough analysis of the request for qualifications and interviews with the top vendors, pricing was requested from the firms determined to be qualified. United Maintenance Services, Inc. submitted the lowest bid at \$312,084 for three years; \$104,028 annually. A bid tabulation of the responses is shown in Attachment 2. United Maintenance Systems, Inc. has been determined the most qualified, responsive, responsible bidder. The Contract allows for an increase or decrease of services when needed, as well as “as-needed” services for other City-owned properties that are in addition to the defined Scope of Services (Attachment 1).

Attachments: 1) Scope of Work
 2) Summary of Bid