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Title: Contract for Janitorial Services at GRU Eastside Operations Center (B)

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1/3/2013	1	City Commission	Approved as Recommended	Pass

Contract for Janitorial Services at GRU Eastside Operations Center (B)

As several GRU departments relocated to the new GRU Eastside Operations Center (EOC) over the past year, other GRU facilities were vacated and no longer required janitorial services. As a new facility, the EOC’s service requirements were not completely known until the facility was fully occupied and functional. To transition to the new facility, GRU maintained its contract with the incumbent janitorial service contractor from the vacated facilities. Once relocation was complete, Facilities Maintenance staff developed a specification based on the actual janitorial service requirements for the new compound.

Janitorial services include the provision of labor, equipment and cleaning materials required to properly maintain the entire campus, including offices, restrooms, kitchens and conference rooms. The EOC’s multipurpose facility accommodates large groups for training, large meetings and various City functions and is included under this contract. A janitorial day porter is on site each day to assist with clean up for such events and for unexpected cleaning needs. If needed, the janitorial service contractor is able to provide staffing during utility emergencies when staff may be working at the EOC around the clock in restoration efforts. Due to its Leed certification, the contractor is required to perform the service using compliant practices, products and equipment.

Invitations to Bid were sent to 19 prospective janitorial companies and the bid was posted on the GRU website. A mandatory pre-bid meeting and walk-through of the EOC was held with nine companies in attendance. Eight responses were received, including four no bids. One bid was deemed non-responsive because the pricing did not cover the full scope of covered services.

Bids were evaluated based on pricing, references, business experience, personnel, equipment and the Local Preference Ordinance. ISS C&S Building Maintenance Corp., a local business, provided the best evaluated bid. A tabulation of the bids received is attached for your reference. The not-to-exceed amount includes contingency funds of approximately \$20,000 to cover two hard floor cleaning/refinishings per year. The contract’s provisions maintain that, annual price adjustments, if requested and approved, will not exceed the Consumer’s Price Index (CPI) for each year of the contract.

The City Commission: 1) authorize the General Manager, or his designee, to negotiate and execute a three-year contract with ISS C&S for Janitorial Services at GRU Eastside Operations Center; and 2) approve the issuance of purchase orders for these services to ISS C&S in amount not to exceed \$167,500 per year, subject to the final appropriation of funds for these services in each fiscal year of the agreement.

Funds are available in GRU's FY 2013 budget and will be requested in subsequent year budgets.

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