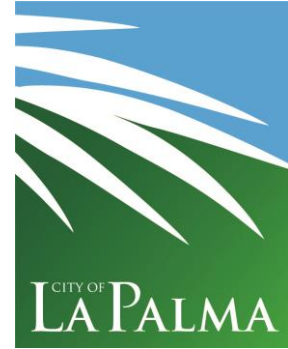


# City of La Palma

## Agenda Item No. 6



MEETING DATE: November 17, 2020

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Mike Belknap, Community Services Director

AGENDA TITLE: Approval of an Interim Agreement with Able Building Maintenance Company for Janitorial Services

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### **RECOMMENDED ACTION:**

It is recommended that the City Council approve and authorize the City Manager to execute an interim agreement with Able Building Maintenance Co. for citywide janitorial services.

### **BACKGROUND:**

The City has contracted with Omni Enterprises for citywide janitorial services since 2016. In 2019 the City exercised its option for a one-year extension, with one additional extension possible. Earlier this spring, Omni informed the City that they would not request the last one-year extension. Their agreement concluded on June 30, 2020. While staff prepared bidding for a new janitorial firm, the City issued a purchase order with Able Building Maintenance Co. (ABM) in an amount not to exceed \$25,000, which is the City Manager's approval authority. The traditional scope of work was expanded to include additional sanitization as necessary due to the Covid-19 pandemic. The monthly cost is approximately \$6,000, which allows for services until mid-November. ABM was the City's previous janitorial contractor, with a very good service record, prior to Omni Enterprises.

On August 12, 2020, a Request for Proposals (RFP) for Janitorial Services was publicly issued and sent directly to twelve Orange County janitorial companies. The RFP required a mandatory pre-bid meeting and pre-scheduled site walk through that six firms attended. Bids were due on September, 15, 2020, and the City received four bids with one disqualified for not submitting the required documentation. Staff's intent was to bring a new Agreement to City Council in October. After staff review of the bids and cost bid with required fixed monthly pricing for services, it was apparent that the FY 2020/21 adopted budget for these services was significantly lower than the bids received. Given the Covid-19 pandemic, janitorial costs are higher to ensure proper safety of their personnel along with new required sanitization; in addition to previous California minimum wage increases along with another scheduled for January 2021. Upon further review and consideration, staff determined the best course of action is to further review and revise the scope of services and rebid the agreement in winter/spring 2021 in advance of the new FY 2021/22 budget. All bidders received notice that all bids were rejected without prejudice.

**FISCAL IMPACT:**

The FY 2020/21 Adopted Budget includes \$32,000 for janitorial services, based on the Omni Enterprises Agreement with the City. Through October, the City has paid Able Building Maintenance Co. \$24,137 through an approved purchase order.

The interim agreement with ABM will be in effect November 2020 through June 2021 in an amount not to exceed \$43,000. Approval of this agreement will increase the cost in the Citywide Maintenance Budget (Account 001-370-6050) and the budget appropriation will be included in the mid-year budget resolution in February 2021.

**APPROVED:**

  
\_\_\_\_\_  
Department Director

  
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Finance Consultant

  
\_\_\_\_\_  
City Manager

Attachment:            1.    Agreement