



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** July 23, 2019

**TO:** Christine Daniel, City Manager

**FROM:** Andrew Clough, Public Works Director

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Three (3) Year Maintenance Contract With Universal Building Services And Supply (UBS) Company Inc. In The Amount Of \$761,274 For Janitorial Services At Various City Buildings And Parks For Fiscal Years 2019/20, 2020/21, 2021/22 And Authorizing The City Manager To Execute Up To Two (2) Additional One-year Extensions Not To Exceed \$271,725 The First Year, And \$281,235 The Second Year Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year, For A Total Contract Value Not To Exceed \$1,314,233**

### RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution.

### BACKGROUND

The City contracts for janitorial services at the Civic Center, the Child Development Center, the Police Department, Recreation Center, Senior Center and City Parks. These include Doyle-Hollis, Joseph Emery, and the Marina.

A Request for Proposal ("RFP") was released in May 2019. The City received four responses. The proposals were reviewed for completeness, responsiveness to the RFP, and for overall cost. Proposals were received from: Universal Building Services (\$235,080), Imperial Maintenance Company (\$245,100), Karla's Janitorial (\$263,004), and Integrity Janitorial (\$368,532). All submittals included a Statement of Qualifications, which provided detailed information about each company's business size, stability, and capacity. Universal Building Services was deemed to be the lowest cost and most responsible proposer. Additionally, references conveyed positive responses when solicited for background information.

### DISCUSSION

Universal Building Services and Supply (UBS) Company Inc. was deemed to be the lowest cost and most responsible proposer. The first year of the contract (FY 2019-20) is in the amount of \$245,080, and is divided into two operating areas:

1. Routine janitorial services: \$235,080. This amount includes the total annual cost for routine maintenance of the areas listed in Exhibit “A” of the Maintenance Contract. The service locations specified in the contract include: Civic Center, Police Department, Senior Center, Child Development Center, Bridgecourt facility, and the Recreation Department site. Additionally, the Marina Park restroom, Doyle Hollis restroom, Portland Loo at Joseph Emery Park, and the Amtrak elevator are subject to janitorial services as part of this contract.
  
2. An allowance in the amount of \$10,000 for “extra work” to be completed in accordance with the terms of the Contract. The “extra work” will be scoped, bid and approved by the City in writing on a Task Order basis. Examples of extra work include, but are not limited to, providing janitorial services after special events or specialty cleaning services. This type of work is beyond the scope of the initial RFP and is typically the result of a unique event or condition.

Contract year	Amount	Included CPI
2019/2020	\$245,080	
2020/2021	\$253,658	3.5%
2021/2022	\$262,536	3.5%
2022/2023	\$271,725	3.5%
2023/2024	\$281,235	3.5%
Total Contract Amount: \$1,314,233.00		

The total for the first three years of the contract is \$761,274. This assumes an annual CPI of 3.5%.

Staff further recommends the City Council authorize the City Manager to execute up to two additional one-year extensions not to exceed \$271,725 the first year and \$281,235 the second year, contingent upon the City Council appropriating funds for the applicable fiscal year, for a total contract value of \$1,314,233.

**FISCAL IMPACT**

There is sufficient funding in the operating budget for fiscal year 2019/20. Continuation of the contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal years. The rate sheet will be adjusted each fiscal year providing the Contractor with a cost of living adjustment based on the Bay Area Consumer Price Index, to a maximum of 5% per year.

**STAFF COMMUNICATION WITH THE PUBLIC**

No staff communication with the public.

**PREPARED BY:** Andrew Clough, Public Works Director

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Christine Daniel, City Manager

**ATTACHMENTS**

- Draft Resolution
- Universal Building Services Contract