



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: May 7, 2024

TO: Paul Buddenhagen, City Manager

FROM: Mohamed Alaoui, 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 Karla's Janitorial Services And Supply Company, Inc. In The Amount Of \$815,927.12 For Janitorial Services At Various City Buildings And Parks For Fiscal Years 2024/25, 2025/26, 2026/7, And Authorizing The City Manager To Execute Up To Two (2) Additional One-Year Extensions Not To Exceed \$291,247.91 For The First Year, And \$305,810.31 For The Second Year Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year, For A Total Not To Exceed Amount of \$1,412,985.34**

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into an Agreement with Karla's Janitorial Services and Supply Company, Inc. for janitorial services at various City buildings and parks for three years with the option to extend the contract for two additional one-year extensions for a total not to exceed contract amount of \$1,412,985.34.

BACKGROUND

The City contracts for janitorial services at the Civic Center, City Hall, the Child Development Center, the Police Department, Amtrak Station Elevators, the Senior Center, and City parks which include Doyle-Hollis, Joseph Emery Portland Loo, Huchiun Park Portland Loo, and the Marina Bathrooms.

A Request for Proposal ("RFP") was issued on March 25, 2024, since the current contract with Universal Building Services expires at the end of June 2024.

DISCUSSION

The City received nine responses. The proposals were reviewed for completeness, responsiveness to the RFP, and overall cost. All of the proposals received included a Statement of Qualifications, which provided detailed information about each company's business size, stability, and capacity. Karla's Janitorial Services demonstrated the required experience as set forth in the RFP and was the most responsive, lowest cost proposal. The reference checks for Karla's Janitorial Services and Supply conveyed positive reviews for their work.

Karla's Janitorial Services And Supply Company Inc.'s proposed cost for the first year of the contract was for \$266,608.00 divided into two operating areas:

1. Routine janitorial services: \$256,608.00. This amount includes the total annual cost for routine maintenance of the areas listed in Exhibit "A" of the Maintenance Contract. The service locations include: Civic Center, City Hall, Police Department, Senior Center, Child Development Center, the Marina Park restroom, Doyle Hollis Park restroom, Portland Loo at Joseph Emery Park, City parks, Portland Loo at Huchiu Park, and the two Amtrak elevators.
2. An additional 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.

Contract year	Amount	Included CPI
2024/2025	\$266,608.00	
2025/2026	\$271,940.16	2.0% fixed
2026/2027	\$277,378.96	2.0% fixed
2027/2028	\$291,247.91	Bay Area CPI or 5.0% max whichever is lower
2028/2029	\$305,810.31	Bay Area CPI or 5.0% max whichever is lower
Total Contract Amount: \$1,412,985.34		

The total cost for the first three years of the contract is \$815,927.12. This fixes the annual CPI at 2.0%.

Staff further recommends the City Council authorize the City Manager to execute up to two additional one-year extensions not to exceed \$291,247.91 for the first year and \$305,810.31 for the second year, contingent upon the City Council appropriating funds, for a total contract amount not to exceed \$1,412,985.34. Staff also requests that the City Manager be authorized to enter into minor amendments to the contract provided that they do not increase the contract price.

The following is the full list of companies that submitted proposals in response to this RFP:

Company	Amount	Comments
ML Cleaning Company	\$253,591.20	No Parks Bathroom cleaning

		experience listed in their proposal
Karla's Janitorial Services & Supply	\$256,608.00	Demonstrated experience in all relevant work.
IMPEC GROUP	\$259,848.96	
Universal Building Services (UBS)	\$286,068.00	
Premier Property Preservation, LLC	\$300,982.50	
Integrity Construction Maintenance	\$307,382.64	
Kleen Tech	\$308,676.00	
Aim To Please Services, Inc.	\$309,523.68	
Quality Cleaning	\$358,020.00	

FISCAL IMPACT

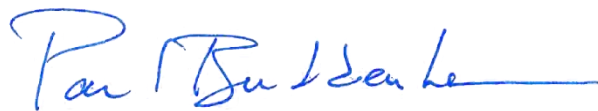
There is sufficient funding in the operating budget for fiscal year 2024-2025. Continuation of the contract for additional fiscal years will be contingent upon the City Council appropriating additional funds. If the contract is extended two additional years, the rate sheet will be adjusted each fiscal year providing the Contractor with a cost-of-living adjustment based on the Bay Area Consumer Price Index or a maximum of 5% per year, whichever is lower.

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

PREPARED BY: Daniel Gonzales, Public Works Facilities, Maintenance & Operations Manager

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



Paul Buddenhagen, City Manager

ATTACHMENTS

- Draft Resolution
- Karla's Janitorial Services & Supply Contract