



## Legislation Text

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**File #:** 22-162, **Version:** 1

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## Janitorial Services Contract

DESCRIPTION: Post Procurement Summary-IFB 2022-014 Three (3) Year Janitorial Services Contract	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to approve a three (3) year Janitorial Service contract in the amount of \$2,018,772.00, with an annual amount of \$672,924.00 to August Building Maintenance.

ISSUE/BACKGROUND:

In November of 2021, the entity performing janitorial services issued a Notice of Termination of Services. Staff immediately put emergency measures in place to provide services, however, these measures were the bare minimum and were not sustainable for the long term. Additionally, the newest variant of COVID-19 presented an additional risk to the agency that needed to be mitigated.

In January 2022 the Board authorized staff to proceed with approving a short-term contract in the not to exceed amount of \$200,000 for a period of four months. Staff proposed a two-step solution to hiring a janitorial service contractor.

*Step 1*

- Publicly procuring a vendor for a limited duration, four months with the option to extend the contract monthly if needed. The extension would be needed if Step 2 cannot be completed in this time frame. This step has been initiated.

*Step 2*

- Publicly procuring a vendor for a three to five-year duration. The timeline of procurement from advertising to board approval typically takes four months.

In March 2022 the Board approved the contract in the amount of \$270,000 with the current vendor August Building Maintenance (ABM) as a result of IFB 2022-005. Staff returned to the Board with this item because all the bids were higher than the prior authorization of \$200,000. This contract was set to expire on September 1, 2022.

At the August 2022 meeting, the Board approved a change order in the amount of \$180,000 to ABM to extend services for an additional three months until November 1 to allow staff additional time to

complete the public procurement process.

In October, staff issued a change order in the amount of \$90,000 for an additional month to complete the analysis needed for the bids to make a recommendation to the Board for awarding a contract.

After publicly advertising IFB 2022-014, for a three (3) year janitorial service, all bids were received on September 24, 2022, and were lower than the independent cost estimate (ICE).

There was a 100% small business enterprise goal established for this solicitation.

#### DISCUSSION:

RTA Procurement Department recommends this bid be awarded to the lowest responsive/responsible bidder August Building Maintenance, which includes a base bid of RTA Facilities (\$492,924.00), and Alternate No. 3 (Initial Cleaning \$180,000.00) with an annual sum of 672,924.00.

Staff has determined that enroute cleaning protocols put in place during the peak of the pandemic are no longer needed since the crisis has been reduced and the community risk mitigation measures appear to be effective.

#### FINANCIAL IMPACT:

This contract will be charged to the accounts established for Custodial Services for the facilities based on the cost for each location. Custodial services are part of the annual budget, and the accounts are the following, 1284302.7621.124, 1284304.7621.12403, and 1284306.7621.124.

#### NEXT STEPS:

Upon RTA Board approval, the CEO will execute a janitorial service contract to August Building Maintenance in the amount of \$2,018,772.00.

#### ATTACHMENTS:

1. Resolution
2. Procurement Summary

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A handwritten signature in blue ink, appearing to read 'A. Wiggins'.

Alex Wiggins  
Chief Executive Officer

11/2/2022

Date