



DATE: July 15, 2024

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager  
Marlene Subhashini, Assistant City Manager

FROM: Andrew Brozyna, Public Works Director  
Kurt Zander, Building and Vehicle Maintenance Manager

DEPARTMENT: Public Works

SUBJECT: ISSUANCE OF A REQUEST FOR PROPOSALS FOR CITYWIDE JANITORIAL SERVICES FOR A TERM OF OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2026, AND FINDING THAT THIS ACTION IS NOT A PROJECT UNDER SECTION 15378 OF THE CEQA GUIDELINES

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## RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing the issuance of a Request for Proposals for Citywide Janitorial Services for a 2-year contract from October 1, 2024, through September 30, 2026, with the option for 36 months of extensions through September 30, 2029.

## EXECUTIVE SUMMARY

Since 1995, the City has contracted for commercial janitorial services at City facilities. The scope of work for janitorial services is included in the attached Request for Proposals (RFP).

City facilities are heavily used for a variety of activities, and it is imperative that the janitorial vendor provides the standard of care and service levels that the City and community expect. For this reason, it is critical to actively seek highly competitive proposals through a widely advertised RFP. The Scope of Work attached with the RFP contains detailed and specific information about service needs.

## BACKGROUND

The Building Maintenance Division of the Public Works Department maintains all of the City's buildings and facilities. The City has contracted for janitorial service of these buildings and facilities since 1995, which allows Building Maintenance Division staff to prioritize scheduled maintenance and projects, such as management of major structural improvements, deep carpet and window cleanings, daily work order requests, sustainability conversions, and safety audits, while continuing to maintain a very high standard of routine building care.

The scope of work for janitorial services is included in the attached RFP. Janitorial services for the following City facilities are included:

- Corporation Yard (Administration Facility, Training Room, Data Room, Lunch Room, and Locker Rooms)
- City Hall
- Council Chambers
- Fire Administration (Emergency Operations Center)
- Police Station
- Library/Community Center
- Teen Center
- Current and Temporary Recreation Center Facilities (to be determined prior to contract execution.)

## ANALYSIS

The very heavy City-wide facility usage, as well as the broad array of types of use, require a high standard of care to achieve and maintain the service levels the City expects from janitorial service. For this reason, the attached RFP includes a very specific and detailed Scope of Work. The Building Maintenance Division, Recreation Division, and City Attorney have all reviewed the attached RFP to ensure that the needs of the operation are addressed.

The current agreement will expire on September 30, 2024, and this successor agreement will be effective October 1, 2024. Since the Recreation Center is due to be closed after the Summer Days festival concludes on August 18, the scope of work included in the RFP includes alternatives for services for the temporary recreation facilities and the current Recreation Center, with the final contract to be written based on the Recreation Center Rebuild schedule. The agreement term has been limited to two years with 36 months of extensions which can be exercised in increments of 2-12 months to provide maximum flexibility to enter into a new janitorial agreement that incorporates the new Recreation Center project once it opens.

The RFP was developed to address not only routine maintenance, but also to require the

vendor to respond to emergency maintenance matters and provide service for select large special events.

The RFP includes a mandatory pre-proposal walk-through for interested vendors, which will ensure all proposers have maximum information about the City's expectations and maximize the number of satisfactory proposals.

**Tentative Timeline:**

July 16, 2024: Issue Request for Proposal

August 6, 2024: Proposals Due

September 3, 2024: City Council Awards Contract

October 1, 2024: Selected Vendor begins to Provide Service

**CEQA**

This action is not a project under Section 15378 of the CEQA Guidelines, as the issuance of an RFP has no potential for a direct or indirect physical change in the environment. Therefore, no CEQA review is required.

**FISCAL IMPACT**

The FY 2023-2024 cost for City-wide janitorial services is \$26,615.50 per month. It is anticipated that the RFP will create a competitive bidding environment with competitive pricing. The cost to issue the RFP is the staff and City Attorney time associated with preparing the RFP, responding to questions, and providing prospective vendor walk-throughs. The actual cost of service will be based upon the City Staff's recommendation to City Council of the most qualified proposer.

**CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA**

Facilities and Infrastructure

**ATTACHMENTS:**

Attachment 1 - Resolution

Attachment 2 - Request for Proposals for Citywide Janitorial Services through September 30, 2026, with an option for 36 months of extensions