



Item No. 12 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR
STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**

DATE: JUNE 17, 2015

**SUBJECT: AWARD OF CONTRACT JANITORIAL MAINTENANCE
SERVICES**

RECOMMENDATION

Award the contract for Town Janitorial Maintenance Services to Central Maintenance Company, the low bidder, in the amount of \$2815.00 monthly, for a total annual authorization of \$33,780.00; direct the City Attorney to prepare the appropriate contract; and authorize the City Manager to execute the contract on behalf of the Town.

BACKGROUND

On April 15, 2015, City Council approved a request for bids for the Towns Janitorial Maintenance services to begin July 1, 2015. Bids were due at 3 pm on May 20, 2015. One bid was received - Central Maintenance Company.

ANALYSIS

The Janitorial Maintenance Services Bid was advertised for two weeks in the local newspaper. In addition, the bid was advertised on the Town website for 30 days. Although only one bid was received, Town staff is familiar with the bidder's work as they have been performing janitorial duties for the Town for the past 4 years. The buildings covered under this proposal and their frequencies were as follows:

- Council Chambers (2x/week)
- Police Department (3x/ week)
- Library (3x/ week)
- Town Administration (2x/week)
- Permit Center (2x/week)
- Corporation office (2x/week)
- Park Main House restrooms/kitchen (2x/week)
- Carriage House restrooms/kitchen (2x/week)
- Park Playground restrooms (7x/ week)

- Little League restrooms (7x/week)

Staff verified the times, needs, and schedules of the above facilities prior to release of the bid. Janitorial services for the Pavilion are incorporated into the park event services contract. All other service schedules have been verified. The contract allows for the stripping/sealing of floors, window and desk cleaning 2 times per year in the appropriate facilities.

CONTRACTOR	LOCATION	EXHIBIT A	ANNUAL
CENTRAL MAINTENANCE	GILROY	\$2,815.00	\$33,780.00

The current cost for janitorial services is \$2,100.00 per month or \$25,200 per year. This amount has been fixed for the past 2 years. The new contract includes additional 7 days per week services for the restrooms at the new little league facility at Holbrook Palmer Park.

The new contract will include language to allow modification of services due to the construction of the Civic Center.

POLICY FOCUS

There are no significant policy issues related to this item. Janitorial services are a necessary service of public facilities. Either contract staff or in-house staff can provide janitorial services. The Town has traditionally contracted for this service at all of its facilities.

FISCAL IMPACT:

Departmental funds (Library, PD, Administration, Building and Public Works) in the amount of \$35,000 are budgeted for Janitorial services in FY 2015-16.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Central Maintenance Services Bid Response



9110 Marcella Ave. Gilroy, CA 95020 ph 408 848.9688 fx 408 848.9719

May 19, 2015
The Town of Atherton
91 Ashfield Rd.
Atherton, CA. 94027

Central Maintenance Company (CMC) has been providing Janitorial Services to companies throughout the Silicon Valley for over 30 years. We bring to our clients the level of quality service they have come to expect in the valley. We invite you to come join our family of satisfied customers that have come to associate the name Central Maintenance Company as synonymous with quality of service.

CMC brings to its customers the opportunity to utilize its full service capabilities in support of standard janitorial services by providing in-house capabilities in areas such as: repair and/or replacement of restroom fixtures (soap dispensers, paper towel dispensers), changing of light bulbs, Exit Lights and other similar services. To assist our clients with more difficult repairs and tenant improvements, CMC's parent company Valenti Construction, Inc., through its general contractor's license supports all their light construction and tenant Improvement needs. All services are quality produced at competitive pricing.

The following proposal is a firm and irrevocable offer for 60 (sixty) days. We hope that you will join us and allow us to demonstrate what we can do for The Town of Atherton.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Len Valenti", written in a cursive style.

Len Valenti

**OFFICIAL TOWN OF ATHERTON JANITORAIL SERVICES
BID SHEET**

COMPANY NAME Central Maintenance Co.

TOWN FACILITY	APPX. SQUARE FOOTAGE	X SERVICE PER WEEK	MONTHLY COST
TOWN HALL	2500	3	\$ 350.00
POLICE DEPT. (INC. TRAILERS)	4970	2	\$ 450.00
LIBRARY	4023	3	\$ 350.00
COUNCIL CHAMBERS	1260	2	\$ 150.00
PERMIT CENTER	2880	2	\$ 325.00
CORP. YARD OFFICE	1500	2	\$ 190.00
MAIN HOUSE (RESTROOMS ONLY)	500	3	\$ 150.00
CARRIAGE HOUSE (RESTROOMS/DRYMOP)	600	3	\$ 150.00
PLAYGROUND RESTROOMS	250	7	\$ 350.00
LL BALLPARK RESTROOMS	120	7	\$ 350.00
TOTAL	18603		\$ 2,815.00
2X SERVICE = Mon & Weds			
3x SERVICE = Mon, Weds & Fri			
7x SERVICE = all			

MONTHLY COST X 12 = ANNUAL COST	\$ 33,780.00
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