



Council Agenda Report

From: Dwayne Brown, Maintenance Services Superintendent

Subject: Approval of Janitorial Services Agreement with Pacific Coast Building Maintenance for City Park Restrooms

CEQA Determination: The City find that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, § 15378, subd. (b)(5), as it is an administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Date: February 21, 2023

Facts

1. All park restrooms are cleaned daily by contracted janitorial services. Included are Barney Schwartz Park, Centennial Park, City Park, Larry Moore Park, Robbins Field, Pioneer Park, Sherwood Park, Sherwood Forest and Uptown Family Park. The Train Station restrooms are also cleaned nightly, under a separate contract.
2. On October 20, 2022, the contract for cleaning park restrooms expired. New bid documents for Cleaning Park Restrooms were posted on October 21, 2022, and opened on November 17, 2022. The five bids received indicated a general misconception of the scope of work and it was determined that it would be in the City's best interest to reject all bids, modify the technical specifications, and readvertise.
3. The contract was readvertised for bid on December 12, 2022, and at the bid opening on January 19, 2023, two bids were received:

| <u>Vendor</u> | <u>Bid Amount</u> |
|------------------------------------|-------------------|
| Pacific Coast Building Maintenance | \$119,400 |
| Brendler Janitorial | \$164,808 |

4. Staff reviewed the bid from Pacific Coast Building Maintenance and found it to be a responsive and responsible bid.

Options

1. Take no action.
2. Award a contract for Cleaning Park Restrooms to Pacific Coast Building Maintenance; or
3. Provide alternative direction to staff.

Analysis and Conclusions

Contracted janitorial services provide a level of service not feasible if performed by City staff. Park restrooms are especially heavily used and require intensive nightly cleaning to maintain them at an acceptable level.

The initial term of the proposed contract is two years with the opportunity to extend services for three additional two-year periods, by mutual consent of the City and contractor.

Deductive alternates are available in the bid documents to eliminate the Train Station from the bid scope and continue that service under a separate contract:

Delete Train Station <\$7,200>

However, staff recommends that the Train Station be included with the other City park restrooms in the contract to allow for a similar level of service across all facilities.

Fiscal Impact

The total cost of the contract for cleaning park restrooms by Pacific Coast Building Maintenance is \$119,400. The Fiscal Year 2022-23 baseline budget included a \$120,000 assumption for cleaning park restrooms and as a result, no further appropriations are needed.

Environmental Impact

In accordance with the California Environmental Quality Act (“CEQA”) Guidelines Section 15378(b)(2), maintenance activities are not a project. Even if it were considered a project, the contracting for custodial services for City-owned facilities is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301.

CEQA Determination

The City find that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, § 15378, subd. (b)(5), as it is an administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Recommendation

Approve Resolution 23-XXX, authorizing the City Manager to execute a contract with Pacific Coast Building Maintenance in the amount of \$119,400 with the City Manager and City Attorney making minor, technical and non-substantive changes to the agreement as necessary, consistent with the Council’s overall intent.

Attachments

1. Resolution 23-XXX
2. Bid – Pacific Coast Building Maintenance