



with a maximum contract award of \$50,753. The RFP was mailed to 16 local and regional firms that provide janitorial, maintenance and facilities support. On February 3<sup>rd</sup> the RFP was also publically noticed in the Fairfield Daily Republic newspaper. A Bidders Conference was held on February 8, 2017 and was attended by one (1) potential provider. Proposals were due by the close of business on February 17<sup>th</sup>.

Staff received two (2) proposals by the February 17<sup>th</sup> deadline and both met threshold requirements for further review and consideration. The two proposals received were from Quali-Serve Janitorial for \$50,362 and from Aztec Janitorial for \$49,000. Below are the individual ratings for each proposal as well as their overall average scores.

Proposer	Total	Possible	Rater	1	Rater	2
<u>Average Score</u>						
Quali-Serve Janitorial	100	100	98		99	
Aztec Janitorial Inc.	100	65		49		57

While the proposal submitted by Aztec Janitorial Inc., was well below the published maximum budget of \$50,753, and reflected strong experience providing janitorial services, it fell significantly short in addressing the maintenance and facilities support needs described in the RFP. The proposal also reflected increased costs for overtime hours and holiday service. Unfortunately the proposal didn't describe the holiday's their company observed or under what circumstances the overtime pay would go into effect.

The Quali-Serve proposal did address all of the janitorial, maintenance and facilities support services described in the RFP and has experienced a very slight increase to a flat billing rate of \$26.00 for all services required of the RFP. Quali-Serve Janitorial has been providing the WDB and previously the Workforce Investment Board (WIB) quality janitorial, maintenance and facility support for over 10 years.

**ALTERNATIVES:**

While not recommended, the Board of Supervisors could direct staff to re-issue a new RFP for Janitorial, Maintenance and Facilities support to see if a larger number of proposals would be submitted. However, and as reported earlier, the WDB's current building services contract is scheduled to end on March 31, 2017. It should also be pointed out that for the last three RFP solicitations for janitorial, maintenance and facilities support services (2011, 2014 and 2017) the WDB has only received two responses to each of the RFPs.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has approved the contract as to form. The County Administrator's Office has been consulted and concurs with the recommendation.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**