

RFP Process

Staff published and distributed the Janitorial, Maintenance and Facilities Support Services Request for Proposal (RFP) in February 2017 to 16 local and regional firms that provide janitorial, maintenance and facilities support services. A Bidders Conference was held on February 8th with a proposal deadline of February 17th. Staff received two proposals: Quali-Serv Janitorial and Aztec Janitorial Inc. While the proposal submitted by Aztec Janitorial Inc. was significantly below the published maximum budget and reflected strong experience providing janitorial services, it fell significantly short in addressing the maintenance and facilities support needs described in the RFP.

The Quali-Serv proposal addressed all the janitorial, maintenance and facilities support services described in the RFP and has kept their hourly billing rate as a “flat rate” of \$24 per hour for all services required of the RFP. This flat rate has remained in effect for the last seven (7) years. Quali-Serv Janitorial has been providing janitorial, maintenance and facility support services to the WDB over a decade.

Based on Quali-Serv’s performance during the third year of the contract, staff is recommending them for a fourth and final contract extension as the WDB’s Janitorial, Facilities and Maintenance Support provider. The budget for this fourth contract is \$12,584 reflecting a three-year contract total of \$163,670.00. This extension includes the cost of additional sanitation measures required due to COVID-19.

FINANCIAL IMPACT:

The WDB’s FY2019/20 budget will include the necessary funding to cover the cost of this contract renewal. The additional cost of sanitation measures will be charged to the new “Additional Assistance” grant received from the state for COVID-19 costs.

ALTERNATIVES:

While not recommended, the Board of Supervisors could choose not to approve the contract extension and direct staff to seek alternatives for these services until a new Request for Quote (RFQ) for Janitorial, Maintenance and Facilities support is conducted. This decision could result in a lapse in necessary support within the WDB’s facility.

OTHER AGENCY INVOLVEMENT:

No other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION