



Agenda Submittal

Agenda #: 12 **Status:** Approved
Type: Contract **Department:** Workforce Development Board
File #: 17-231 **Contact:** Robert Bloom, 863-3501
Agenda date: 4/4/2017 **Final action:** 4/4/2017
Title: Approve a Workforce Development Board of Solano County contract with Quali-Serve Janitorial of Suisun CA, to provide janitorial, maintenance and facility support services beginning April 1, 2017 through March 31, 2018 for a total contract award of \$50,362
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Contract, 2. Executed Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
4/4/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Workforce Development Board (WDB) of Solano County recommends that the Board of Supervisors:

1. Approve a one year contract with Quali-Serve Janitorial beginning April 1, 2017 through March 31, 2018 for a total contract amount of \$50,362; and
2. Authorize the WDB President/Executive Director to sign the contract.

SUMMARY:

On March 17, 2017 the Workforce Development Board of Solano County approved staff to begin contract negotiation with Quali-Serve Janitorial to provide janitorial, maintenance and facilities support. The maximum contract award approved by the WDB was for \$50,362. The current contract with Quali-Serve Janitorial will expire on April 1, 2017.

FINANCIAL IMPACT:

This action has no general fund financial impact. The contract will be paid by the Workforce Innovation and Opportunity Act (WIOA) Federal funds and the costs associated with the contract are reflected in the WDB's FY 2016-17 and FY 2017-18 budgets.

DISCUSSION:

The WDB conducts independent, competitive procurement of goods and services and contracts with vendors to efficiently operate the WIOA employment and training programs and facilities. In addition to the review and approval of all WDB Directors, all contracts in excess of \$50,000 are also submitted to the Board of Supervisors for final review and approval.

As noted earlier on February 2, 2017 the WDB issued an RFP for janitorial, maintenance and facilities support

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 3rd 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 17th.

Staff received two (2) proposals by the February 17th 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
Average Score				
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