



**OPERATIONS COMMITTEE
SEPTEMBER 15, 2005**

SUBJECT: CONTRACT NO. OP33431670, JANITORIAL AND MAINTENANCE SERVICES FOR HARBOR TRANSIT WAY STATIONS AND CUSTOMER SERVICE CENTERS

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

Authorize the Chief Executive Officer to award a five-year firm fixed unit rate contract, Contract No. OP33431670 to Goodwill, Southern California, for the provision of janitorial and maintenance services for the Harbor Transit Way Stations and Customer Service Centers in an amount not to exceed \$479,520 inclusive of two one-year options effective November 1, 2005.

RATIONALE

This contract will continue the provision of custodial and maintenance services, including the provision of expendable products, for Metro bus transit stations on the Harbor Transit Way located along the center median of the Harbor Freeway (110 Highway), part of the High Occupancy Vehicle (HOV) system. Services will be required five days a week, Monday through Friday. Special or as-needed service may be required for special events, which will be billed at contract rates.

The custodial services that will be performed by the Contractor include removing trash and debris from station platform areas, from all concrete areas at street level, and all station entrances, stairs and walkways. Contractor will also clean station walls, light fixtures, elevators, stainless steel surfaces, partitions, map cases, handrails, public phones, stairs, empty trash receptacles and service and stock restrooms. In addition, the Contractor will provide similar janitorial maintenance services at three Metro Customer Service Centers.

The provision of these custodial services is necessary in order to keep Metro facilities clean and sanitary. The new contract will replace an existing contract that will expire on October 31, 2005. Service under the new contract is planned to commence on November 1, 2005.

FINANCIAL IMPACT

The funding of \$200,000 for this service is included in the FY06 adopted budget for cost center 3342, Property Maintenance under project 300011 (Bus Operations). Since this is a multi-year contract, the cost center manager and Deputy Chief Executive Officer will be accountable for budgeting the cost in future years, including any options exercised. In FY05, \$116,275 was expended on this service.

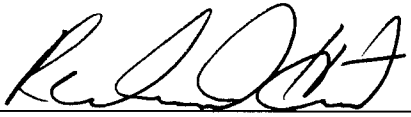
ALTERNATIVES CONSIDERED

One alternative considered is to provide the service in-house. This would require the hiring of additional personnel and the purchase of additional equipment, vehicles and supplies. Staff's analysis indicates that this is not a cost-effective option.

ATTACHMENTS

- A. Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors

Prepared by: Brady Branstetter, Director Facilities Maintenance
Gaspar Oropeza, Facilities Maintenance Manager
Victor Ramirez, Contract Administrator Manager



Foe John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

**JANITORIAL & MAINTENANCE SERVICES FOR HARBOR TRANSIT WAY AND
CUSTOMER SERVICE CENTERS**

1.	Contract Number: OP33431670		
2.	Recommended Vendor: Goodwill, Southern California		
3.	Cost/Price Analysis Information:		
	A. Bid Price: \$ 479,520	Recommended Price: \$479,520	
	B. Details of Significant Variances are in Attachment A-1-D		
4.	Contract Type: Firm Fixed Unit Rate		
5.	Procurement Dates:		
	A. Issued: 03/22/05		
	B. Advertised: 03/23/05		
	C. Pre-bid Conference: 03/31/05		
	D. Bids Due: 6/1/05		
	E. Pre-Qualification Completed: Yes		
	F. Conflict of Interest Form Submitted to Ethics: Yes		
6.	Small Business Participation:		
	A. Bid Goal: (No Specific Goal)	Date Small Business Evaluation Completed: N/A	
	Small Business Commitment: N/A (No Goal)		
7.	Invitation for Bid Data:		
	Notifications Sent:	Bids/Proposals Picked up 37	Bids/Proposals Received 6
8.	Evaluation Information:		
	A. Bidders/Proposers Names:	<u>Bid Amount:</u>	<u>Best and Final Offer Amount:</u>
	1. Upscale Cleaning Service, Inc.	\$221,400	N/A
	2. Goodwill, Southern California	\$479,520	
	3. The Resource Collection	\$635,196	
	4. Bell Building Maintenance Co.	\$1,143,456	
	5. Uniserve	\$1,334,972	
	6. Shelter Clean	\$3,271,486	
9.	Protest Information:		
	A. Protest Period End Date: 8/29/05		
	B. Protest Receipt Date: TBA		
	C. Disposition of Protest Date: TBA		
10.	Contract Administrator: Hina Patel	Telephone Number: (213) 922-1064	
11.	Project Manager: Gasper Oropeza	Telephone Number: (323) 235-7125	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

**JANITORIAL & MAINTENANCE SERVICES FOR HARBOR TRANSIT WAY AND
CUSTOMER SERVICE CENTERS**

A. Background of Contractor

Goodwill, Southern California has established an acceptable record in the Janitorial Service industry and has several contracts with both public and private agencies. Currently they have on-going contracts with U.S Army Reserve Centers (Bell and Long Beach), City of Long Beach Police and Fire Commission Center, Libraries, and Energy Building.

B. Procurement Background

The IFB was issued on March 22, 2005 and subsequently advertised in a widely circulated newspaper. On June 1, 2005 six bids were received and publicly opened. All bids were evaluated by staff for responsibility and responsiveness in accordance with Procurement Policies and Procedures.

The Diversity & Economic Opportunity Department (DEOD) did not establish a goal for this project due to the lack of subcontracting opportunities for this type of work.

C. Evaluation of Bids

Staff determined that the lowest bidder, Upscale Cleaning Service, Inc was not responsive and did not provide any of the required bid forms and certifications that were required at the time of bid opening. The second low bid, Goodwill Southern California, was responsive and responsible to the bid requirements.

D. Price Analysis and Explanation of Variances

The recommended bid price of \$479,520 has been determined to be fair and reasonable based upon adequate price competition. The independent cost estimate (ICE) was \$647,428, approximately 33% higher than the lowest responsive and responsible bidder and the next low bid was approximately, \$635,196, 1.25% lower than the (ICE) also.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

**JANITORIAL & MAINTENANCE SERVICES FOR HARBOR TRANSIT WAY AND
CUSTOMER SERVICE CENTERS**

PRIME CONTRACTOR –
Goodwill, Southern California

Small Business Commitment

N/A