

**TO:** James L. App, City Manager  
**FROM:** Meg Williamson, Interim Public Works Director  
**SUBJECT:** Janitorial Contract Award  
**DATE:** April 6, 2003

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**NEEDS:** For the City Council to consider awarding a contract for janitorial services for various City facilities.

- FACTS:**
1. The City currently employs a contractor to clean City facilities via a janitorial services contract. The contractor (NCI Affiliates Inc.) has expressed a desire to discontinue service as soon as the City is able to retain the services of another contractor.
  2. Bids were solicited for janitorial services for the following City facilities:  
  
Public Safety Center  
City Hall/Library  
Centennial Park Activity Center  
Centennial Park Norris Gymnasium  
Centennial Park Pool, Office and Locker Room  
Airport Terminal  
North County Transportation Center (Multi-Modal facility)  
Senior Activity Center, and Veterans Center
  3. The new contract term will begin June 1, 2004 and is scheduled to end June 30, 2005. In addition, the contract allows four single year extensions if approved by the City Council.
  4. Bid specifications were available and advertised since January 21, 2004. Specifications were provided to all requesting individuals and Notice Inviting Bids was published twice in a local publication.
  5. Five bids were received at the Bid Opening on March 18, 2004. The bids ranged from a low bid of \$12,310.00 per month to a high bid of \$33,554.00 per month.
  6. The low bid of \$12,310.00 per month, submitted by Clean Sweep Janitorial, was reviewed and deemed a responsive bid. In accordance with the City Purchasing and Payment Procedures Manual, award to the low responsive bidder is indicated.

**ANALYSIS  
AND**

**CONCLUSION:** The City currently owns and/or occupies buildings that have a wide variation in cleaning needs. Facilities range in size from 400 square foot Parks restrooms to the 40,000 square foot Public Safety Building. These facilities must be cleaned regularly and properly to ensure a pleasant and sanitary environment for patrons.

The contract specifications include the custodial basics (dusting, litter removal, restroom cleaning) as well as the more complex janitorial jobs (machine scrubbing of hard floors, cleaning of interior/exterior windows, carpet care and cleaning). Regular inspection by City staff will monitor the contractor for compliance. To insure quality workers and service, the contract contains language requiring all on-site workers to undergo background checks before employment and wear badges identifying them as janitorial employees while working in or around a City facility.

**POLICY**

**REFERENCE:** Purchasing and Payment Procedures Manual

**FISCAL**

**IMPACT:** The low bid amount is within the City's currently budgeted amount for janitorial services.

**OPTIONS:**

- a. Approve Resolution No. 04-xx awarding a janitorial contract to Clean Sweep Janitorial in the amount of \$12,310/month.
- b. Amend, modify or reject the above option.

Attachments (2)

- 1) Resolution
- 2) Bid Summary



RESOLUTION NO. 04-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AWARDING THE CONTRACT FOR JANITORIAL SERVICES FOR CITY FACILITIES,  
(DPW PROJECT NO. 04-05) TO CLEAN SWEEP JANITORIAL SERVICES OF TEMPLETON,  
CALIFORNIA, AND AUTHORIZING EXECUTION OF THE CONTRACT

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WHEREAS, the bid opening for Janitorial Services for City Facilities, DPW Project No. 04-05 was held on March 18, 2004, with five bids received; and

WHEREAS, City staff reviewed the bids received and has recommended that the bid be awarded to the low bid of \$12,310.00/month submitted by Clean Sweep Janitorial of Templeton, California ; and

WHEREAS, City Council has approved funding for this project in the current Public Works Department, Building Maintenance Division budget; and

WHEREAS, the contract term will begin June 1, 2004 and end June 30, 2005 with the potential for four single year extensions.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the City Council of the City of Paso Robles does award the bid for Janitorial Services for City Facilities, DPW Project No. 04-05 to Clean Sweep Janitorial in the amount of \$12,310.00 per month.

SECTION 2. That the City Council of the City of Paso Robles does authorize the City Manager to execute the contract with Clean Sweep Janitorial for Janitorial Services for City Facilities, DPW Project No. 04-05.

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 6th day of April 2004 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Sharilyn M. Ryan, Deputy City Clerk