



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR
DAVID HUYNH, PW MAINTENANCE MANAGER

DATE: JANUARY 16, 2019

SUBJECT: CONSIDER REJECTION OF ALL BIDS FOR JANITORIAL MAINTENANCE SERVICES.

RECOMMENDATION

Consider rejection of all bids received for the RFB for Janitorial Maintenance Services.

BACKGROUND

The Town has been receiving custodial services for its numerous facilities from the Central Maintenance Company of Gilroy since 2011. The current contract with Central Maintenance Company expires June 30, 2019 with no extensions remaining. The Town currently pays \$2,955.75 per month for these services.

In October 2018, Council approved the release of a Request for Bids for Janitorial Maintenance Services.

ANALYSIS

Public Works staff administered a publicly noticed bid for the Janitorial maintenance services. Bids were opened on November 14, 2018. Three (3) bids were received for the Janitorial Maintenance Services as follows:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BID</u>
Central Maintenance Company	Gilroy, CA	\$3,825.00 per month
Universal Building Services	Richmond, CA	\$5,625.00 per month
Karla's Janitorial Services	San Francisco, CA	\$7,841.50 per month

The apparent low bidder is the Town's current service provider, Central Maintenance Company, and submitted a bid approximately 29% higher than our current rate.

The Council recently approved the release of a notice inviting bids for the Atherton Town Center Project. The project calls for the demolition of the various buildings services over the duration of the proposed janitorial services contract and Town Administrative offices will be relocated to accommodate the construction of the Town Center project.

Due to quality of service rendered by the existing janitorial service provider, staff does not recommend an increase in service charges for janitorial maintenance services with the current provider. The Town’s current facilities maintenance services provider, MCE Corporation, does not perform this type of work.

Staff recommends rejecting all bids and will solicit a month-to-month service providers that can better accommodate the required flexibility to accommodate the construction of the Town Center project.

FISCAL IMPACT

There is no fiscal impact to rejecting all bids.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)