



Meeting Date: 07/13/2010

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Anthony Emmerz, Water Resources & Martin Erickson, Legislative Affairs Agenda Item No. I-13

Reviewed By: City Manager [Signature] City Attorney SMF Finance [Signature] Public Works B.R.

DATE: July 2, 2010

TO: City Council

FROM: Mark S. Norris, Assistant Public Works Director  
Public Works Department

Martin Erickson, Legislative Affairs Manager  
City Manager's Office

[Signature]  
[Signature]

**SUBJECT: Agreement with Kelly Cleaning & Supplies, Inc. to Provide Custodial Services at Water Resources Division Facilities and the Oxnard Transportation Center**

**RECOMMENDATION**

That City Council:

1. Approve and authorize the Mayor to execute an agreement with Kelly Cleaning & Supplies, Inc. (A-7330) for an amount not to exceed \$255,600 for three years of custodial services at Water Resource Division facilities.
2. Approve and authorize the Mayor to execute an agreement with Kelly Cleaning & Supplies, Inc. (A-7334) for an amount not to exceed \$325,944 for three years of custodial services at the Oxnard Transportation Center.

**DISCUSSION**

On May 18, 2010, the City's Purchasing Division, Water Resources Division (WRD) and City Manager's Office sent out a competitive Request for Proposal (RFP) for custodial services for Water Resources facilities and the Oxnard Transportation Center (OTC). The RFP was published in the Ventura County Star, posted on the City's website, and mailed to twenty-nine (29) vendors with a closing bid date of June 10, 2010. Fourteen (14) firms responded with proposals.

Four (4) WRD staff members reviewed and ranked the proposals for completeness, coverage of scope requirements and price. WRD staff determined that Kelly Cleaning & Supplies, Inc. (Kelly Cleaning) was the lowest responsive responsible bidder for custodial services for Water Resources facilities. Staff found that Kelly Cleaning adequately addressed the RFP and scope requirements, had adequate experience in providing custodial services to similar facilities, and had excellent staff qualifications and references. Therefore, the WRD recommends the City award the contract to Kelly Cleaning. Under this agreement, Kelly Cleaning would provide custodial services for the following Water Resources facilities: Water Campus at 251 South Hayes Avenue; Blending Station No. 3 at 1700 Solar Drive;

Blending Station No. 4 at 3637 North Rose Avenue; Blending Station No. 5 at 908 East Pleasant Valley Road; and Wastewater Treatment Plant at 6001 South Perkins Road. This agreement would replace the services currently provided by General Building Management Co., Inc. under Agreement No. 4829-09-FN, which is scheduled to end in July 2010.

Two (2) City Manager's Office staff members and one (1) General Services Department staff member reviewed and ranked the proposals for completeness, coverage of scope requirements and price. Staff determined that Kelly Cleaning was the lowest responsive responsible bidder for custodial services at the OTC. Staff found that Kelly Cleaning adequately addressed the RFP and scope requirements, had adequate experience in providing custodial services to similar facilities, and had excellent staff qualifications and references. Therefore, the City Manager's Office and General Services Department recommend the City award the contract to Kelly Cleaning. Under this agreement, Kelly Cleaning would provide custodial services for the OTC at 201 East Fourth Street. This agreement would replace the services currently provided by General Building Management Co., Inc. under Agreement No. 4829-09-FN, scheduled to end in July 2010.

## **FINANCIAL IMPACT**

The Water Resources Division is requesting a one (1) year contract beginning on July 19, 2010, and ending on July 18, 2011. If funds are available, City and Consultant may, by mutual written agreement, extend this Agreement for two (2) additional one (1) year periods, upon approval of the City Manager. The total cost of services is not to exceed \$255,600 over the life of the contract. Sufficient funds exist in Account No. 601-6010-842-8209 (56%) and Account No. 621-6205-842-8209 (44%) to cover the cost of the contract.

The City Manager's Office is requesting a one (1) year contract beginning on July 19, 2010, and ending on July 18, 2011. If funds are available, City and Consultant may, by mutual written agreement, extend this Agreement for two (2) additional one (1) year periods, upon approval of the City Manager. The total cost of services is not to exceed \$325,944 over the life of the contract. Sufficient funds exist in Account No. 213-3110-803-8209 to cover the cost of the contract.

AAE:joh/ME:ll

Attachment #1 - Agreement No. A-7330 for Water Resources Division Facilities

#2 - Agreement No. A-7334 for the Oxnard Transportation Center

Note: Attachment Nos. 1 and 2 have been provided to City Council under separate cover. Copies for review are available at the Help Desk in the Library after 6:00 p.m. on Thursday prior to the Council meeting and in the City Clerk's Office after 8:00 a.m. on Monday prior to the Council meeting.