

S T A F F R E P O R T

SUBJECT: Contract Award for LAVTA Facility Janitorial Services

FROM: Tamara Edwards, Director of Finance

DATE: May 1, 2023

Action Requested

Award a contract for Facility Janitorial Services to Aim to Please Janitorial Services, Inc.

Background

LAVTA currently contracts for janitorial services for its three facilities (Rutan, Atlantis and the Transit Center) and the current janitorial contract expires at the end of May. Accordingly, LAVTA began to prepare a request for proposals (RFP) for janitorial services for our three locations. Staff used an RFP as opposed to an Invitation To Bid to ensure that the award was based on qualifications and best value for LAVTA.

Staff released the RFP on February 22, 2023, and proposals were due on March 30, 2023, at 2:00 p.m. LAVTA received four proposals that were reviewed by a panel of five staff members. Proposals were received from:

- Premier Property Preservation, LLC, West Hills, Ca
- Aim to Please Janitorial Services, San Francisco (incumbent contractor)
- Ogreena, Oakland, Ca
- Security Systems Management, Inc., Hayward, Ca

After review and evaluation of the written proposals, three of the four were found to have close scores, and the panel then conducted interviews of these three proposers. After the interviews the panel members reevaluated their scores and made adjustments based on information received during the interviews.

Discussion

The evaluation criteria used to rank the proposals and each firm’s average score from the evaluation panel were as follows:

| Criterion | Premier Property Preservation | Aim to Please | Ogreena | Security Systems Management |
|---|--------------------------------------|----------------------|----------------|------------------------------------|
| Company Qualifications, Experience & References (max 25 points) | 16.4 | 24.2 | 18.4 | 10.8 |
| Qualifications and Experience of | 20.2 | 19.8 | 21.8 | 16.4 |

| | | | | |
|--|-------------|-------------|-------------|-----------|
| Key Personnel (max 25 points) | | | | |
| Project Understanding and Management Plan (max 25 points) | 15 | 19.8 | 23 | 9 |
| Reasonableness of Cost (max 25 points) | 25 | 22.6 | 14.4 | 16.8 |
| Total (max 100 points) | 76.6 | 86.4 | 77.6 | 53 |

Fiscal Impact

Because this procurement is an RFP, LAVTA can make its decision based on which proposal is perceived to provide the best value to the agency; it is not a process that mandates an award to the lowest responsible bidder. However, the winning bid is within budgeted amounts. This procurement is for three years with two additional options years. The bid prices from Aim to Please are detailed below:

| | |
|---------------------------------------|------------------|
| Year 1: | \$54,000 |
| Year 2: | \$54,000 |
| Year 3: | \$64,000 |
| Total for three-year contract: | \$172,000 |
| Option Year 1 | \$68,400 |
| Option Year 2: | \$68,400 |
| Grand total: | \$308,800 |

Recommendation

The Finance and Administration Committee referred Resolution 14-2023 to the Board of Directors for approval, authorizing the Executive Director to execute a three-year contract with two one-year options with Aim to Please Janitorial Services of San Francisco for Facility Janitorial Services.

Attachment:

1. Resolution 14-2023

Approved: _____

RESOLUTION NO. 14-2023

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING THE CONTRACT FOR THE LAVTA FACILITY JANITORIAL
SERVICES TO AIM TO PLEASE JANITORIAL**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) requires the services of a third-party contractor to perform janitorial services at their three locations as described in LAVTA Request for Proposals (RFP) #2023-02; and

WHEREAS, staff released RFP #2023-02 to solicit bids for the project; and

WHEREAS, four bids were received, and Aim to Please Janitorial Services was determined to be the most qualified based on scores from a panel of reviewers; and

WHEREAS, staff recommends that the Board of Directors award the contract for the performance of facility janitorial services at LAVTA's Livermore Transit Center, Atlantis, and Rutan locations, for three years in the not-to-exceed amount of \$172,000; and

WHEREAS, the Executive Director may award up to two additional one-year extensions for \$68,400 for each year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby awards the contract for the LAVTA Facilities Janitorial Services Contract to Aim to Please Janitorial; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract with Aim to Please Janitorial., in a form approved by LAVTA's Legal Counsel; and

PASSED AND ADOPTED this 1st day of May 2023.

David Haubert, Chair

ATTEST:

Christy Wegener, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel