

**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: April 25, 2023

**Action Requested**

Staff requests the Finance & Administration Committee recommend the Board of Directors 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:

<b>Criterion</b>	<b>Premier Property Preservation</b>	<b>Aim to Please</b>	<b>Ogreena</b>	<b>Security Systems Management</b>
Company Qualifications, Experience & References (max 25 points)	16.4	24.2	18.4	10.8

Qualifications and Experience of Key Personnel (max 25 points)	20.2	19.8	21.8	16.4
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
<b>Total (max 100 points)</b>	<b>76.6</b>	<b>86.4</b>	<b>77.6</b>	<b>53</b>

### 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
<b>Total for three-year contract:</b>	<b>\$172,000</b>
Option Year 1	\$68,400
Option Year 2:	\$68,400
<b>Grand total:</b>	<b>\$308,800</b>

### Recommendation

Staff recommends the Finance and Administration Committee refer 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

**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.

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David Haubert, Chair

ATTEST:

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Christy Wegener, Executive Director

APPROVED AS TO FORM:

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Michael Conneran, Legal Counsel