



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 18-840

Board Meeting Date: 9/4/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: James C. Porter, Director of Public Works
Subject: Agreement with National Pro Cleaning Systems

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An agreement with National Pro Cleaning Systems to provide building custodial services in County owned and leased facilities, for the term of October 1, 2018 to September 30, 2021, for an amount not to exceed \$1,509,444; and
- B) The Director of Public Works, or his designee, to execute subsequent amendments which increase the County's maximum fiscal obligation up to an additional \$300,000 to allow for changes to service levels, on-call services, and the addition of new facilities.

BACKGROUND:

The Department of Public Works (Department) is responsible for providing efficient, cost-effective, and comprehensive custodial services in County-owned and leased facilities. The Department supplements existing resources through service agreements to meet the changing needs of County departments and provide services to remote sites in an efficient manner.

DISCUSSION:

On July 18, 2018, staff conducted an Invitation for Bid (IFB) to select a contractor to provide janitorial services at multiple County leased and owned facility locations. The attached IFB matrix provides details and results of the process. The evaluation committee selected National Pro Cleaning Systems as the best qualified and providing the greatest value to the County. The Contract includes a no-fault provision that allows the County to discontinue services at any time with sixty-day written notice to contractor.

The additional allowance of up to \$300,000 provides flexibility to add additional facilities beyond the core campuses and on-demand services, not included in the base maintenance agreement, such as

window cleaning. The additional allowance also provides the Director of Public Works the flexibility to increase service levels and/or add facilities/square footage to the basic contract period as needed.

County Counsel has reviewed and approved the agreement and resolution as to form. Approval of this action will contribute to the Shared Vision 2025 outcome of a Livable Community by maintaining clean and healthy environments for the public and employees using our facilities.

FISCAL IMPACT:

The total fiscal obligation under this agreement is \$1,509,444.00, for a term of October 1, 2018 to September 30, 2021. Funding for this action is included in the FY2018-19 Adopted Budget. There is no additional impact to the General Fund.

ATTACHMENT: Invitation for Bids - Matrix