



# CITY COUNCIL STAFF REPORT



July 12, 2022

## ITEM TITLE

Contract: Award of Janitorial Services Contract to Nova Commercial

**Report Number:** 22-0171

**Location:** City Facilities – including Police, Libraries, and Recreation Centers

**Department:** Public Works

**Environmental Notice:** The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

## Recommended Action

Adopt a resolution awarding a contract for janitorial services to Nova Commercial in an amount not to exceed \$2,250,000 for up to five years.

## SUMMARY

The City received six proposals to provide janitorial services at multiple City facilities on March 25, 2022. A staff committee reviewed the proposals and selected Nova Commercial. Staff's recommendation is that Council award the janitorial services contract to Nova Commercial and approve the two-party agreement.

## ENVIRONMENTAL REVIEW

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

## BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not applicable.

## DISCUSSION

On March 4, 2022, the City of Chula Vista issued a Request for Proposals (RFP), seeking a contractor to provide janitorial services at various City facilities. The RFP was posted and made available on PlanetBids. The RFP closed on March 25, 2022 and six proposals were received from the following vendors: Allied Universal Janitorial Services, NMS Management, INC, Nova Commercial, T&T Janitorial, INC, UBM Enterprise, Inc, and WEPA Commercial Cleaning. A review was conducted of all proposals which were determined to be responsive and an evaluation committee evaluated, scored, and ranked the responses based on the following criteria: experience, personnel, operations/qualifications, and cost.

The top three proposers were invited to meet with the evaluation committee and Nova Commercial ranked as the top vendor.

Key provisions of the contract include, but are not limited to, the following:

Services – the contractor will provide janitorial services at designated City facilities. These services generally include cleaning, disinfecting, and/or sanitizing exterior and entry areas, offices, conference rooms, corridors, stairs, elevators, restrooms, lunchrooms and break rooms.

Facilities – The proposed contract includes the following City facilities: Police Department (including jail), Libraries (Civic Center, South, and Otay Ranch), and Heritage Recreation Center and Veterans Recreation Center. Additional facilities may be included as funding permits upon mutual agreement with the vendor.

Term - The contract term is initially from July 1, 2022 to June 30, 2023. If Nova Commercial's work performance is satisfactory, the parties may mutually agree in writing to extend the contract for four (4) additional one (1) year periods. The annual option year renewals would be effective from July 1 to June 30 - the City's Fiscal Year. If the vendors work performance is not satisfactory, the City reserves the right to not renew the contract without penalty. If the parties agree to extend the contract for the option years, acceptable price increases may be agreed to and such increases would be based on changes in the annual San Diego Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), in an amount not to exceed 5%.

Contracted janitorial services allows the City to provide expanded coverage across various City facilities. The fiscal year 2023 Adopted Budget included the elimination of 3.0 Custodian positions and the addition of an equivalent amount to Supplies and Services to fund the contract. An additional transfer from salary savings will be included in the First Quarter Financial report. The positions that were eliminated were all vacant positions – no current custodial staff will be adversely impacted by this change.

Adding contracted janitorial services gives the City greater flexibility in addressing janitorial needs across various City facilities. The long-term service delivery model would be to have a hybrid of City Custodians and contracted janitorial services to meet City needs in a cost-effective way that still meets City standards. Additional City facilities may be added to the contract as vacancies occur and funding is available.

## DECISION-MAKER CONFLICT

Staff has determined that the action contemplated by this item concerns janitorial services at designated City facilities, generally including cleaning, disinfecting, and/or sanitizing exterior and entry areas, offices, conference rooms, corridors, stairs, elevators, restrooms, lunchrooms and break rooms, and as such, does

not create a disqualifying real property-related financial conflict of interest for any City Council member under the Political Reform Act (Cal. Gov't Code § 87100, *et seq.*).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

### **CURRENT-YEAR FISCAL IMPACT**

The Fiscal Year 2023 Adopted budget eliminated 3.0 FTE Custodians and transferred Personnel Services costs of \$238,626 to the Public Work Department's Supplies and Services budget for Contracted Services. The total year 1 costs for the base janitorial contract is \$316,920. In order to add capacity for special events, additional cleaning services, and/or the addition of facilities, staff recommends a not to exceed contract amount of \$380,000 for fiscal year 2022-23. An additional transfer from salary savings from vacant positions will be included as part of the Fiscal Year 2023 First Quarter Financial report in order to fully fund the contract. There is no net fiscal impact to the General Fund.

### **ONGOING FISCAL IMPACT**

The fiscal year 2022-23 Public Works budget has sufficient funding for this contract. Future contract increases will be considered as part of the normal budget process.

### **ATTACHMENTS**

1. Two-Party Agreement with Nova Commercial, Inc.

*Staff Contact: Angelica Aguilar, Assistant Director of Public Works*