

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Motion to Authorize the City Manager to Execute a Contract with Pro Team Janitorial to Provide 2010 Janitorial Services for City of Shoreline Facilities in an Amount of \$178,374.00

**DEPARTMENT:** Public Works

**PRESENTED BY:** Mark Relph, Public Works Director  
Jesus Sanchez, Operations Manager

**PROBLEM/ISSUE STATEMENT:** Staff is requesting City Council to authorize the City Manager to execute a professional services contract with **Pro Team Janitorial** in the amount of **\$178,374** to perform janitorial services of City of Shoreline facilities.

Since incorporation in 1995, the City of Shoreline has contracted for janitorial services for its owned and leased facilities. With the construction of the New City Hall and the addition of other facilities such as Kayu Kayu Ac Park, staff solicited request for proposals (RFP) from janitorial firms. The new janitorial services contract is expected to begin January 1, 2010.

Staff advertised for a Request for Proposals (RFP) through the Builder's Exchange. The City's facilities were separated into Schedules A, B and C in the proposal. Staff conducted a walk-through of the Schedule A facilities on October 29, 2009. A total of 13 janitorial firms attended the tour of the city facilities. These facilities included the following:

- Shoreline City Hall
- Spartan Gym
- Shoreline Pool
- Aldercrest Facility
- Richmond Highland Recreation Center
- Shoreline Police Station
- East Side Police Store Front
- West Side Police Store Front

In addition, prospective janitorial firms were also encouraged to visit all of the recreational park restrooms on their own schedule and present any questions they had to staff for response. These facilities were identified as Schedule B and included the following:

- Echo Lake Restroom - 19915 Ashworth Ave N
- Hillwood Park Restroom - 18917 3rd Ave NW
- Kayu Kayu Park Restroom - 19111 Richmond Beach Drive
- Lower Hamlin Park Restroom - 16006 15th Ave NE

- Lower Shoreview Park Restroom - 900 NW Innis Arden Way
- Paramount Park Restroom - 835 NE 155th Street
- Richmond Saltwater Park - Lower 202 NW 190th Street
- Richmond Saltwater Park - Upper 202 NW 190th Street
- Richmond Highlands Restroom - 16654 Fremont Ave N
- Shoreline Park Restroom - 1st Ave NE & NE 192nd Street
- Twin Ponds Restroom - 15401 1st Ave NE
- Upper Hamlin Park Restroom - 16006 15th Ave NE
- Upper Shoreview Park Restroom - 900 NW Innis Arden Way

**ANALYSIS:** On November 6, 2009, staff received eight proposals from interested janitorial firms. An evaluation panel consisting of Public Works and Parks staff was formed to review the proposals based on the following criteria:

- **Cost – 45%.** This criterion includes pricing on Schedules A and B facilities, along with emergency call-out pricing (Schedule C).
- **Capability, Qualification and References – 30%.** This includes company history, personnel resumes, organizational chart, ratio of field supervisors to workers, references, etc.
- **Action Plan – 25%.** This criterion includes integrating employees into the company, list of chemicals and supplies, equipment, quality assurance program, tracking and investigating complaints and resolution process, etc.

The eight proposals were received from the following janitorial companies:

- Advantage Building Services
- Buena Vista Services, Inc.
- Management Services Northwest
- Pro Team Janitorial
- Rose Super Clean & Parking Management Services
- SBS of America
- SMS Cleaning
- Van Guard Cleaning Systems

Company	Schedule A	Schedule B	TOTAL
<b>Advantage Building Services</b>	\$150,972.00	\$56,940.00	\$207,912.00
<b>Buena Vista Services Inc.</b>	\$169,395.00	\$58,746.00	\$228,141.00
<b>Management Services Northwest</b>	\$364,920.00	\$101,880.00	\$466,800.00
<b>Pro Team Janitorial</b>	\$173,330.64	\$59,382.72	\$232,713.36
<b>Rose Super Clean &amp; Parking Management Services</b>	\$162,027.84	\$51,211.44	\$213,239.28
<b>SBS of America</b>	\$155,976.00	\$55,080.00	\$211,056.00
<b>SMS Cleaning</b>	\$166,307.16	\$62,967.48	\$229,274.64
<b>Van Guard Cleaning Systems<sup>1</sup></b>	\$7,800.00	\$59,844.00	\$67,644.00

<sup>1</sup> Van Guard Cleaning Systems submission of costs for Schedule A was incomplete.

Based on the evaluation panel's review relative to the criteria noted in the Request for Proposal (RFP), the following companies scored high among the panel and were interviewed on November 23, 2009:

- Advantage Building Services
- Pro Team Janitorial
- SBS of America

At the conclusion of the interview review process, the evaluation panel determined that Pro Team Janitorial could best provide the janitorial services for all of the Shoreline facilities identified above. Pro Team Janitorial has negotiated to lower their overall cost by \$54,339.36 and modify their cleaning schedule for the City Hall facility with the following:

- Disposing of recycling containers one day a week, instead of five days a week. However, they will dispose of any recycling container that is full.
- Vacuuming will also be adjusted to one day a week for the office and cubicle areas. All other areas will remain at five days per week.
- Interior window washing will occur two times per year in April and September, rather than four times per year.
- All other aspects of the scope of work in the bid proposal remain the same.

As part of the contract award, Pro Team Janitorial shall provide product and supplies that meet Green Seal environmental standards and LEED certification standards. In addition, the City and Vendor shall implement the use of Green Seal products and equipment, most notably in the areas of disinfectants, wax strippers, floor finishes, and acid bowl cleaners.

**FINANCIAL IMPACT:** The proposed 2009 contract amount is for \$178,374. The 2010 Public Works General Fund budget includes sufficient funding to pay for this contract. Based on the evaluation process and overall review of the applicants against the established criteria, staff is recommending that Pro Team Janitorial be the selected company to provide the essential janitorial services that the City desires to maintain its facilities.

The 2010 Janitorial contract would become effective January 1, 2010 and extend through mid night of December 31, 2010. The contract may be renewed up to four (4) additional terms in one-year increments for a total possible life of five terms (5 years). The City retains the sole option to offer to renew the contract for an additional term.

### **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a janitorial services contract with **Pro Team Janitorial** in the amount of **\$178,374.00**.

Approved By: City Manager  City Attorney \_\_\_\_\_

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