



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Prepared By: Catherine Eakins, Public Works Administrative Assistant

Date: November 12, 2019

Subject: Award of Contract to Alvarez Enterprise Services for FY2019-2020 Janitorial Services

Recommendation

Approve and authorize the City Manager to award and execute the contract for FY 2019-2020 Janitorial Services to Alvarez Enterprise Services in the amount of \$114,456 plus \$10,000 for unforeseen additional services, bringing the not to exceed total to \$124,456 in the form attached and in such final form as approved by the City Attorney.

Background

In 2018, the Janitorial Services contract was awarded to Omni Enterprise, Inc. Due to poor performance the City decided not to renew Omni Enterprise's contract for FY19-20. Subsequently, the Public Works Department advertised the contract and Request for Proposal (RFP) for Janitorial Services.

Discussion

PW Operations published a RFP for citywide Janitorial Services on August 23rd, 2019. The RFP listed two Alternate Bid: option 'A' – Contractor to supply all cleaning materials and consumable items; option 'B' – City to supply consumable items. Twelve companies submitted proposals. Staff reviewed the proposals for completeness, experience, listed references, and pricing. Six firms were selected for interviews. Three staff members from PW Operations conducted the interviews, and references for these firms were called.

Alvarez Enterprise Services proposal Alternate Bid 'A', was unanimously chosen for the contract. Staff felt they had the experience, best references, and the best pricing compared to the firms interviewed. They have an existing contract with EVMWD here in Lake Elsinore who is very pleased with their services.

Fiscal Impact

Funding has been budgeted for in the FY2019-20 Public Works Operating Budget

Exhibits

Exhibit A – Agreement
Exhibit B – Proposal