ORIGINATING SECTION: Operations and Maintenance  
CONTACT: Colter Andersen  
AGENDA DATE: July 15, 2020  
SUBJECT: Award of Contract for Janitor Services in Zone 7 Facilities  
SUMMARY:

- In order to support the Mission Statement to deliver safe, reliable, efficient and sustainable water and flood protection services, the Zone 7 Water Agency ("Agency") maintains its facilities. In addition to normal cleaning services, an enhanced and regular consistent janitorial service has become paramount to stop the spread of COVID 19. Janitorial services for the operations and maintenance facilities had been performed approximately two times per week. Due to COVID-10, the cleanings have been increased to five times per week.

- In accordance with the Agency Purchasing Policy, the selection of a vendor was done through a competitive procurement process. A Request for Quotes/Bids was performed in June 2019 and was advertised on the Agency for a one-year contract with option to renew for four additional one-year terms. One quote was received from Jan-Pro Cleaning Systems. The quote was reviewed and was deemed qualified.

- A one-year contract for $35,834 was award to Jan-Pro Cleaning Systems to provide professional janitorial services at the following Zone 7 facilities; Del Valle Water Treatment Plant, Patterson Pass Water Treatment Plant, Parkside Office, Mocho Demin Plant and Chain of Lakes No. 1.

- As a result of increasing the cleanings from two to five times per week, the cost increased by an additional $12,600, to a total contract of $48,434. This contract expired on June 30, 2020.

- At this time, staff recommends continuing the contract for the four additional years and at the amount required for cleanings five days per week. The table below show a summary of the total contract per fiscal year:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2020/21</th>
<th>FY 2021/22</th>
<th>FY 2022/23</th>
<th>FY 2023/24</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td>$76,329.00</td>
<td>$85,766.04</td>
<td>$88,339.08</td>
<td>$90,989.16</td>
<td>$341,423.28</td>
</tr>
<tr>
<td>10% Contingency</td>
<td>$7,632.90</td>
<td>$8,576.60</td>
<td>$8,833.91</td>
<td>$9,098.92</td>
<td>$34,142.33</td>
</tr>
<tr>
<td>Total</td>
<td>$83,961.90</td>
<td>$94,342.64</td>
<td>$97,172.99</td>
<td>$100,088.08</td>
<td>$375,565.61</td>
</tr>
</tbody>
</table>
• Staff recommends that the Board authorize the General Manager:
  o to negotiate, execute, and amend as necessary a one-year contract (FY 2020/21) in an amount not-to-exceed $83,962, which includes a 10% contingency with Jan-Pro Cleaning Systems, for janitorial services at the following Zone 7 facilities; Del Valle Water Treatment Plant, Patterson Pass Water Treatment Plant, Parkside Office, Mocho Demin Plant and Chain of Lakes No. 1; and
  o be authorized to extend the contract for up to three (3) additional one-year fiscal periods (FY 2021/22 through FY 2023/24), based on satisfactory performance, for a four-year total not-to-exceed contract amount of $375,566, which includes a 10% contingency.

**FUNDING:**

Funding is available in Fund 100 – Water Enterprise Operations

**RECOMMENDED ACTION:**

Adopt the attached Resolution

**ATTACHMENT:**

Resolution
Award of Contract for Janitorial Services in Zone 7 Facilities

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District is committed to delivering safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, Zone 7 recognizes the value of keeping employees safe; and

WHEREAS, janitorial services are an effective method to keep workstations and areas clean for essential personnel during the COVID 19 pandemic; and

WHEREAS, a Request for Quotation was issued to qualified firms to provide quotes for janitorial services and Jan-Pro Cleaning Systems was the only responsive bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District hereby authorizes the General Manager to negotiate, execute, and amend as necessary a one-year contract (FY 2020/21) in an amount not-to-exceed $83,962, which includes a 10% contingency with Jan-Pro Cleaning Systems, for janitorial services at the following Zone 7 facilities; Del Valle Water Treatment Plant, Patterson Pass Water Treatment Plant, Parkside Office, Mocho Demin Plant and Chain of Lakes No. 1; and

BE IT FURTHER RESOLVED that the General Manager be authorized to extend the contract for up to three (3) additional one-year fiscal periods (FY 2021/22 through FY 2023/24), based on satisfactory performance, for a four-year total not-to-exceed contract amount of $375,566 which includes a 10% contingency.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on July 15, 2020.

By: ____________________________________________
    President, Board of Directors