

Capitola City Council

Agenda Report



Meeting: November 21, 2024

From: Public Works Department

Subject: Janitorial Services for City Facilities

Recommended Action: Staff recommends the City Council authorize the City Manager to enter into a Professional Services Agreement with Executive Facilities Services, Inc. to provide janitorial services for the City of Capitola for the 2025 calendar year in the amount of \$85,100.

Background: Janitorial services are critical to maintaining a healthy work environment and ensuring clean, welcoming public spaces. The City has long relied on private contractors for cleaning services across various facilities. These services include maintaining clean, well-stocked restrooms and public spaces, as well as weekend trash collection in the Capitola Village and on the Wharf. The current janitorial contract is outdated, and the City aims to establish consistent cleaning frequencies in the new contract.

The contractor will provide services at the following locations on daily, weekly, monthly, and quarterly schedules:

- City Hall Administration
- City Hall Council Chambers and Community Room
- Police Department
- Police Department Annex
- Historical Museum
- Public Works Yard
- Esplanade Park Restrooms
- Capitola Wharf Restrooms
- City Hall Public Restroom
- Jade Street Park Restrooms
- Capitola Village Public Waste Containers
- Capitola Wharf Public Waste Containers
- Capitola Community Center

Discussion: A Request for Proposals (RFP) was issued on September 3, 2024. As a part of the RFP, interested proposers were required to complete a mandatory job walk with Public Works staff. Four contractors participated in the job walk and four proposals were submitted for evaluation.

The proposals were assessed based on company qualifications, key personnel experience, service history, availability, and ability to meet the City's needs. While cost was an important factor, it was not the sole consideration. Attachment 1 lists the contractors and their respective proposal costs. Staff reviewed the proposals, conducted reference checks, and interviewed the top two proposers.

Executive Facilities Services, Inc. was ranked first and determined to be the most qualified firm, providing all required documents, a comprehensive work plan, and a staffing plan. Their cost proposal aligns with current wage trends and material costs. The proposed agreement covers a one-year term starting January 1, 2025, with an option for the City to extend the contract for up to five additional one-year terms, based on satisfactory performance.

The new contract includes standardized cleaning frequencies for each location, ensuring consistency across all facilities. The specific cleaning schedules for each site are outlined in Attachment 2.

Fiscal Impact: The total cost of the one-year agreement is \$85,100. For the remainder of FY 2024-25, the cost is \$40,275. The FY 2024-25 budget includes \$87,000 for janitorial services, with approximately \$50,000 still available as of Dec. 31, 2024.

The City has the option to renew the agreement under the same terms and conditions, except for compensation adjustments tied to the Consumer Price Index for the San Francisco-Oakland-San Jose area. The City is not obligated to allocate funds for the agreement in future fiscal years.

Attachments:

1. Janitorial Services Proposal Summary
2. Cleaning Frequencies and Schedules for City Facilities
3. Professional Services Agreement

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager