



AGENDA REPORT SUMMARY

Meeting Date: June 28, 2022

Subject Award of Contract for Custodial Cleaning Services of City Buildings, Gymnasiums, Park Trash Cans and Park Restrooms

Prepared by: Manny A. Hernandez, Maintenance Services Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The following project / action will cost \$394,380

- Breakdown of funds to be used :
 - o \$394,380 General Fund
- Amount already included in approved budget: Yes
- Amount above budget requested: 0

Environmental Review:

Categorically Exempt pursuant to CEQA section 15301 – Existing Facilities

Policy Question(s) for Council Consideration:

- None

Summary:

- Custodial cleaning services are an important aspect of a healthy work environment and inviting public spaces
- IMPEC rated the highest and was selected through a competitive RFP process
- Payments for janitorial services will not exceed \$394,380 for FY 22/23

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Title

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- IMPEC Group has provided custodial services to the City for the last five years and staff feels their work is above satisfactory

Staff Recommendation:

Authorize the City Manager to execute an agreement with IMPEC Group for custodial cleaning services in the amount of \$394,380 for fiscal year 22/23 on behalf of the City.

Purpose

Award maintenance services contract for custodial cleaning services of City facilities and parks to IMPEC Group

Background

The City has been in a contract for custodial cleaning services with IMPEC Group for the last five years. With the completion of their five-year agreement with the City, staff advertised a request for proposal (RFP) for custodial services in April 2022. On May 19, 2022 the RFP for custodial services closed and four (4) complete proposals were received from custodial service companies. The four proposals were rated and IMPEC Group rated the highest. Their pricing proposal was also one of the lowest.

Discussion/Analysis

Custodial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts custodial services for the cleaning of the buildings, park facilities and litter control within parks. This use of contracted custodial maintenance works in conjunction with City Maintenance staff as an efficient way to properly upkeep City facilities. This proper upkeep of City facilities benefits City employees and the public.

Work is performed at the following locations, with scopes of custodial services tailored to each unique location on daily, weekly, monthly and quarterly timeframes.

- City Hall
- Police Department/Rear Parking IT & PD Annex
- Municipal Services Center
- Grant Park Facilities
- Los Altos Community Center
- Garden House
- Underground & Youth Center (As needed)
- San Antonio Club
- Gymnasiums (Blach & Egan)
- City Park Restrooms and Trash Cans



Subject: Title

IMPEC Group has worked with the City of Los Altos for the last five years and staff feels they have performed above average during this time. They have worked well with staff in making schedule adjustments as well as providing special services whenever needed. Custodial service complaints have been minimal during their current agreement. They are familiar with the facilities in the agreements scope of work, so the transition into the new agreement will be seamless. The agreement with IMPEC Group for custodial services will be for one year with amendments up to four additional years, pending quality service and pricing increases in future years.

Recommendation

Authorize the City Manager to execute an agreement on behalf of the City with IMPEC Group in the amount of \$394,380 for fiscal year 22/23 to provide custodial cleaning services to City buildings, gymnasiums, park trash cans and park restrooms.