



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/17/2019

ITEM NO: 3

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**DATE:** September 12, 2019  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Town Manager to Execute an Agreement for Services with JLP Building Maintenance to Provide Custodial Services Effective October 1, 2019 Through June 30, 2024, Including a Five Percent Contingency for Special or Unforeseen Cleanings for a Total Amount Not to Exceed \$165,640 in Fiscal Year 2019/20, and \$220,853 Annually Thereafter and a Total Agreement Amount Not to Exceed \$1,049,052

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for Services with JLP Building Maintenance (Attachment 1) to provide custodial services effective October 1, 2019 through June 30, 2024, including a five percent contingency for special or unforeseen cleanings for a total amount not to exceed \$165,640 in Fiscal Year 2019/20, and \$220,853 annually thereafter and a total agreement amount not to exceed \$1,049,052.

**BACKGROUND:**

The Town of Los Gatos utilizes contract custodial services for Town-owned facilities. Staff has determined that contractual custodial services are the most cost-effective service delivery method for this component of building maintenance due to the lower cost of labor and the flexibility allowed in providing the work after hours. The existing contract with Sunnyvale Building Maintenance expires on September 30, 2019. The approved budget for FY 2019/20 includes funding for custodial services at the Police Operations Building, Civic Center, Library, Parks and Public Works Service Center, and five park restrooms.

**PREPARED BY:** Jim Harbin  
Facilities and Environmental Programs Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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SUBJECT: Authorize the Town Manager to Execute an Agreement for Services with JLP Building Maintenance to Provide Custodial Services

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DISCUSSION:

Staff prepared a Request for Proposal (RFP) for contract custodial services at four main municipal facilities and five park restroom facilities, including providing all restroom products and closing the park restroom facilities each evening. The RFP included identification of line item costs per hour for additional services as needed, such as special cleaning requests, emergency flooding, and other unanticipated clean-ups.

The RFP was posted on the Town's website and sent to five different firms, four of which attended the mandatory walk-through meeting. Three attending firms submitted cost proposals to the Town (Attachment 2). Based on a review of the proposals, including reference checks, staff determined that JLP Building Maintenance submitted the most comprehensive proposal and is the best qualified and most cost competitive firm to provide the requested services.

JLP Building Maintenance, LLC is a local company with headquarters in Fremont providing a wide range of building maintenance services including general custodial services, day porters, carpet extractions, upholstery cleanings, window cleaning, and emergency clean up.

CONCLUSION:

Authorize the Town Manager to execute an Agreement for Services with JLP Building Maintenance to provide custodial services effective October 1, 2019 through June 30, 2024, including a five percent contingency for special or unforeseen cleanings for a total amount not to exceed \$165,640 in Fiscal Year 2019/20, and \$220,853 annually thereafter and a total agreement amount not to exceed \$1,049,052.

FISCAL IMPACT:

Funds for the services for FY 2019/20 have been appropriated in the Adopted FY 2019/20 Parks and Public Works Facilities Operating Budget. Budgeting for future years services will be addressed through the annual budget process. As needed for future budgets, budget increases or service adjustments may be needed in other areas to meet this contract obligation.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Agreement for Services
2. Custodial RFP Summary 2019