



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/06/2024

ITEM NO: 10

DATE: July 19, 2024

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Following Actions for Town Janitorial Services:

- a. Authorize the Town Manager to Execute a Four-Year, Nine-Month Agreement for Services with Frank and Grossman Landscape Contractors, Inc. for Janitorial Services Including a Contingency for Unforeseen Work for a Total Agreement Amount of \$1,270,370; and
- b. Authorize an Expenditure Budget Adjustment in an Amount of \$40,658 from the Available Special/Capital Projects Reserve

RECOMMENDATION:

Authorize the following actions for Town janitorial services:

- a. Authorize the Town Manager to execute a four-year, nine-month agreement for services with Frank and Grossman Landscape Contractors, Inc. (Attachment 1) for janitorial services including a contingency for unforeseen work for a total agreement amount of \$1,270,370; and
- b. Authorize an expenditure budget adjustment in an amount of \$40,658 from the available Special/Capital Projects Reserve.

BACKGROUND:

The Town of Los Gatos contracts janitorial services for facilities occupied by Town personnel and public restrooms in parks. Staff has determined that contracting janitorial services is the most cost-effective delivery method for this component of building maintenance. The current janitorial services contract will expire on September 30, 2024.

PREPARED BY: Dan Keller
Facilities & Environmental Services Manager

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

SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with Frank and Grossman Landscape Contractors, Inc. for Janitorial Services Including a Contingency for Unforeseen Work

DATE: July 19, 2024

DISCUSSION:

With the existing janitorial contract set to expire on September 30, 2024, staff advertised a Request for Proposal (RFP) on April 19, 2024, for contracted janitorial services at the Town's three main municipal facilities and four park restrooms. Firms were asked to provide their capability, qualifications, and costs to provide scheduling of specific services on different evenings of the week.

Sixteen companies attended a mandatory walkthrough, and twelve proposals were received on May 14, 2024. Five companies were qualified based on the RFP requirements. A summary of results shown on Attachment 2. While the bid is proposed for award to the lowest price vendor staff evaluated qualifications and performed reference checks to verify the quality of service that will be provided. Frank and Grossman Landscape Contractors, Inc. presented the lowest responsible proposal of \$256,920 annually. Staff recommends adding \$10,000 annually for unforeseen work, resulting in a four-year, nine-month agreement for \$1,270,370.

With the contract start date beginning October 1, 2024, Year 1 expenses are calculated for nine months, equaling \$192,690 plus \$10,000 for unforeseen expenses.

Year 1 = 10/1/24 – 6/30/25 = \$192,690 + \$10,000 unforeseen = \$202,690

Year 2 = 7/1/25 – 6/30/26 = \$256,920 + \$10,000 unforeseen = \$266,920

Year 3 = 7/1/26 – 6/30/27 = \$256,920 + \$10,000 unforeseen = \$266,920

Year 4 = 7/1/27 – 6/30/28 = \$256,920 + \$10,000 unforeseen = \$266,920

Year 5 = 7/1/28 – 6/30/29 = \$256,920 + \$10,000 unforeseen = \$266,920

Compensation for services in the amount not to exceed \$1,270,370, inclusive of all costs. Total compensation does not include Consumer Price Index (CPI) adjustments for years 2 through 5.

Frank and Grossman Landscape Contractors, Inc. submitted a strong proposal with good references indicating a successful work history with other municipalities. The agreement term allows for continuity of service and maximizes savings by engaging the firm for multiple years. The contract language provides for cancellation should the need arise during the contract term.

CONCLUSION:

The Agreement for Services with Frank and Grossman Landscape Contractors, Inc. will provide ongoing janitorial services for Town facilities through June 30, 2029.

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FISCAL IMPACT:

The Adopted Fiscal Year (FY) 2024/25 Operating Budget includes \$228,583 in the Facilities Maintenance Fund for janitorial services. The existing contract is in an amount of \$66,580.08 and expires September 30, 2024. The remaining balance of \$162,032 leaves a \$40,658 deficit for executing the new contract with Frank and Grossman Landscape Contractors Inc. Staff is requesting an expenditure budget adjustment in an amount of \$40,658 from the Special/Capital Projects Reserve to fund the FY 2024/25 janitorial services under this contract.

Future Proposed Operating Budgets will include a request for \$266,920 per year plus any CPI increase, if needed, for the janitorial services contract.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15378(b)(5), approval of this agreement is not a project subject to CEQA because it is an administrative activity that will not impact the environment.

Attachments:

1. Agreement for Services with Exhibit A
2. Proposal Summary