



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/14/2023

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): All

Title:

Contract for Countywide Janitorial Services

Recommended Action:

Authorize the Purchasing Agent to execute a one (1) year Blanket Purchase Order agreement with ABM Building Onsite Services West from April 1, 2023, through March 31, 2024, with four (4) one-year options for renewal and any subsequent addenda that do not significantly change the scope of services and any addendums for additional services, which do not cumulatively exceed \$500,000 per year for county wide janitorial services through March 31, 2028.

Executive Summary:

The Department of Public Infrastructure (SPI) requests that the Board authorize the Purchasing Agent to execute a one (1) year Blanket Purchase Order agreement, with ABM Building Onsite Services West, four (4) one-year options for renewal and any subsequent addenda that do not significantly change the scope of services and any addendums for additional services, such as enhanced cleaning, additional locations or disaster services which do not cumulatively exceed \$500,000 per year for countywide janitorial services effective April 1, 2023 through March 31, 2028.

Discussion:

The County of Sonoma Public Infrastructure Purchasing Division maintains a contract for janitorial services for several departments, in geographically diverse locations comprising over two million square feet of County occupied facilities. This service agreement includes all tools and consumable materials necessary to provide janitorial services to various locations under schedules prescribed by departmental needs, throughout Sonoma County.

Last fiscal year, over \$2.7 million was spent on services under the contract. The service agreement also requires use of Leadership in Energy and Environmental Design (LEED) compliant green cleaning products. Designed by the U.S. Green Building Council, LEED verifies compliant cleaning products are efficient, cost-effective, and better for occupants and the environment.

In January 2023 the Purchasing Division solicited proposals from janitorial service providers. Three (3) service providers responded to the Request for Proposals.

Suppliers demonstrated their ability to provide the County with requested janitorial services, illustrating the services they can provide and a statement of costs for the scope of services requested in the solicitation. The selection process for awarding this Janitorial Service Agreement was conducted by a team of County employees from various departments, using comprehensive weighted criteria to make the final recommendation. Proposals were evaluated based on responsiveness of written proposals submitted, demonstrated ability to meet the defined functional requirements, quality of work as verified by references, and cost relative to the scope of services described in the solicitation. After thorough review of all proposals received it was determined that ABM Building Onsite Services West was the most responsive, responsible bidder. ABM's pricing is projected to provide a savings of approximately 11% from actual costs for FY22-23. Though ABM elected not to increase their rates, savings is anticipated as enhanced COVID cleaning is phased out. Additionally, ABM Building Onsite Services West is a local service provider.

Prior Board Actions:

September 22, 2020 - Authorized Purchasing Agent to extend existing agreement for up to 24 months due to Covid mitigation requirements in compliance Public Health directives.

March 8, 2016 - Authorized Purchasing Agent to execute a 5-year agreement with ABM Onsite Services West for Countywide janitorial services.

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$296,125.83	\$932,796.36	\$979,436.18
Additional Appropriation Requested			
Total Expenditures	\$296,125.83	\$932,796.36	\$979,436.18
Funding Sources			
General Fund/WA GF	\$296,125.83	\$932,796.36	\$979,436.18
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$296,125.83	\$932,796.36	\$979,436.18

Narrative Explanation of Fiscal Impacts:

Appropriations for costs to be incurred under this blanket purchase order will be funded through various departments' budgets. For FY 2022-23, SPI costs under this agreement are anticipated at \$296,125.83 for April

2023 through June 2023 and will be funded through the Facilities Operations adopted budget. Future contract costs will be included in subsequent year recommended budgets. All other contract costs are subject to each department's respective use of services. The current annual cost for janitorial services, regardless of provider, is approximately \$2.7 million based on historical averages. Some departments include janitorial service within their budget, while many other departments' janitorial services are included in the Public Infrastructure Facilities budget. FY 2023-24 and FY 2024-25 budgets include a 5% increase assumption for living wage increases.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- 1 – Blanket Purchase Order Agreement
- 2 – Request for Proposal

Related Items "On File" with the Clerk of the Board:

None