



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
October 5, 2021

TOPIC: Agreement for Janitorial Services for Police Department Facilities

AGENDA TITLE:

Approve an Agreement with Allied Universal Janitorial Services for Janitorial Services for Police Department Facilities in the amount of \$2,233,523.04 (General Fund)

RECOMMENDED ACTION

Approve a three-year agreement with Allied Universal Janitorial Services for janitorial services for Police Department facilities for the period of November 1, 2021 through October 31, 2024, with an option for two one-year renewals, in the amount of \$2,233,523.04, including a ten percent contingency (\$203,047.55), subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

On July 13, 2021, the Police Department issued RFP #21-077 to select a vendor to provide janitorial services for Police Department facilities. The Santa Ana Police Department and Jail Facility opened in January 1997. The Police facility is 240,000 square feet and the Jail is 160,000 square feet. The Police Department and Jail are 24-hour, seven-day-a-week operations. In addition to these facilities, Allied Universal will maintain the Southeast Substation, the Westend Substation, the Centennial Training Facility, and the Evidence Warehouse. Over 600 employees work from these facilities, which deal with: daily normal police business, sensitive security issues, training classes, VIP tours, community-oriented policing, and many other law enforcement responsibilities.

Seventeen contractors attended the mandatory job walk, and on August 10, 2021. Guaranteed Janitorial, Jan Point Building Maintenance Services, LGC Global, Santa Fe Building Maintenance, Tribeca Corp., and Allied Universal Janitorial Services each submitted proposals for consideration. A summary of the RFPs and offers received is as follows:

- 158 Vendors were notified
- 45 Vendors downloaded the RFP
- 21 Santa Ana vendors notified
- 6 Proposals received

Of the six proposals received, Tribeca Corporation, was deemed non responsive due to submitting an incomplete proposal. The five remaining proposals were opened on August 10, 2021, and evaluated. A team of staff from the Police Department and Public Works Agency evaluated and rated each proposal. The proposers were ranked by the review committee based on the following criteria as established in the RFP:

- Responsiveness to the RFP (10%)
- Experience of Firm and Personnel (40%)
- Pricing (50%)

The scoring for each proposal out of a maximum of 500 points is as follows:

Allied Universal	490
Guaranteed	465
Santa Fe	462
Jan Point	357
LGC Global	285
Tribeca	Non-Responsive

Allied Universal was the most responsive and capable respondent. Allied Universal has over a decade of experience working with multiple government agencies throughout Southern California, and the police departments at the City of Los Angeles, the City of Anaheim, the City of Newport Beach, and the City of Phoenix. Police departments have unique and challenging needs when it comes to janitorial services, with the facilities being open 24 hours per day, seven days per week. These facilities require various types of spaces cleaned, including office areas, visitation rooms, fitness center, locker rooms, and medical areas. Additionally, Allied Universal was awarded the contract for the City of Santa Ana's janitorial services in November 2019. The City contract includes a total of 16 buildings, with City Hall, Corporate Yard, the Santa Ana Regional Transit Center, six community centers, and the City's two libraries. Allied Universal is a local Santa Ana business with its corporate offices located at 1551 N Tustin Avenue.

The Police Department is recommending the City enter into a three-year agreement with Allied Universal Janitorial Services. The three-year agreement will cover the period of November 1, 2021 through October 31, 2024, in the amount of \$2,233,523.04. The three-year pricing for the agreement is as follows:

	Year 1	Year 2	Year 3	Total
Annual Base	656,920.47	676,628.09	696,926.93	2,030,475.49
Contingency	65,692.05	67,662.81	69,692.69	203,047.55
	722,612.52	744,290.90	766,619.62	2,233,523.04

The contingency will cover unanticipated services and temporary services, such as enhanced COVID-19 disinfection services.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds for this agreement are available and will be budgeted in future budget years as follows:

Fiscal Year	Accounting Unit- Account #	Accounting Unit, Account Description	Amount
FY 2021-22	01114403 62300	Building and Facility - Contract Svcs	481,741.68
FY 2022-23	01114403 62300	Building and Facility - Contract Svcs	737,064.77
FY 2023-24	01114403 62300	Building and Facility - Contract Svcs	759,176.72
FY 2024-25	01114403 62300	Building and Facility - Contract Svcs	255,539.87
		Total	2,233,523.04

EXHIBIT(S)

1. Agreement with Allied Universal Janitorial Services

Submitted By: David Valentin, Police Chief

Approved By: Kristine Ridge, City Manager