



# Agenda Report

**MEETING DATE:** Tuesday, April 25, 2023

**TO:** City Council

**FROM:** PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB  
IMELDA NEGRETE, RECREATION SUPERINTENDENT

**THROUGH:** CITY MANAGER MENDEZ

**SUBJECT:** RESOLUTION APPROVING THE AWARD OF A TWO-YEAR  
AGREEMENT WITH UNIFIED CLEANING SERVICES, INC. FOR  
THE PROVISION OF JANITORIAL SERVICES

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## RECOMMENDED ACTION:

Staff recommends that the Council adopt a resolution awarding a two-year contract for janitorial services for City Recreation facilities to Jose Perez, an individual, dba Unified Cleaning Services, Inc., in an amount not to exceed \$341,000 and authorizing and directing the City Manager to execute the same.

## BACKGROUND:

The current amended contract for janitorial services for City facilities is set to expire on April 30, 2023. City staff issued a Request for Proposals for Janitorial Services for Recreation facilities on December 19, 2022.

## DISCUSSION:

On December 19, 2022, a request for proposals for janitorial services for City Recreation facilities was released. The scope of work included janitorial services for recreation centers, as needed event clean up services (cleaning services following facility rentals), as needed pressure washing of entrances and quarterly and annual cleaning services (includes services such as deep kitchen cleaning, cleaning of exterior and interior windows). Recreation facilities were individualized so that bidders could bid for facilities of their choosing. The following were the bid results for monthly services:

<b><i>Facility (cost per month)</i></b>	<b><i>A-1 Janitorial Services</i></b>	<b><i>Unified Cleaning Services Inc. (formerly Unified Building Maintenance)</i></b>
Callaghan Cultural Center	\$1,495	\$1,475
Ramsay Park Family Center	\$2,085	\$2,165
GHWR Youth Center	\$2,805	\$2,785

Marinovich Community Center	\$1,295	\$1,255
Watsonville Senior Center	\$1,475	\$1,375
<b>TOTAL FOR FACILITIES</b>	<b>\$9,155</b>	<b>\$9,055</b>
<b><i>Additional Services</i></b>		
<b>Event Clean Up</b>		
Small Sized Rooms	\$300	\$250
Medium Sized Rooms	\$360	\$300
Large Sized Rooms	\$425	\$300
Pressure Washing of Entrances	\$1,295	\$150
Hourly Rate	\$40	\$39
<b><i>Bid Alternates</i></b>		
Quarterly Services	\$1,295	\$1,245
Annual Services	\$2,900	\$2,800

Unified Cleaning Services, Inc. was selected based on lowest bid for services requested, references as well as thoroughness of responses to technical questions in the Request for Proposal.

Unified Cleaning Services, Inc. is our current contractor for janitorial services for our recreation facilities. Aside from the regular cleaning schedule, they have been dependable when we have reached out to them for cleaning emergencies. During the pandemic and the storms, they offered to do extra cleaning at our facilities to ensure proper sanitation for our patrons. They are also quick to rectify any situation where the team may have been dissatisfied with a service.

#### **STRATEGIC PLAN:**

03 – Infrastructure and Environment - This contract will help improve and maintain the City's recreational facilities.

#### **FINANCIAL IMPACT:**

The total not to exceed amount for this contract is \$341,000 for this two-year contract, which spans three fiscal years (FY 22-23 through FY 24-25).

<b>Service</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>TOTAL CONTRACT</b>
Janitorial Services for Rec Facilities	\$18,000	\$110,000	\$91,000	\$219,000
Quarterly and Annual Services	\$4,100	\$8,000	\$6,900	\$19,000
Event Clean Up Services	\$2,000	\$50,000	\$30,000	\$82,000
Pressure Washing Services	\$500	\$3,000	\$1,500	\$5,000
Emergency Services	\$1,000	\$10,000	\$5,000	\$16,000
<b>TOTAL ANNUAL</b>	<b>\$25,600</b>	<b>\$181,000</b>	<b>\$134,400</b>	<b>\$341,000</b>

<b>Account</b>				
150-681-7361-0000	\$25,600	\$181,000	\$134,400	\$341,000

Expenses associated with this contract (in the amount of \$25,600) for this Fiscal Year 2022/2023 can be absorbed through funds allocated in 150-681-7361. Expenses for future Fiscal Years are planned for in the proposed budget.

**ALTERNATIVE ACTION:**

The Council could:

1. Elect to approve a contract for some of the proposed services, or
2. Elect not to approve this contract.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None