

**S T A F F   R E P O R T**

SUBJECT: Contract Award for LAVTA Bus Stop Cleaning Services

FROM: Beverly Adamo, Director of Administrative Services

DATE: August 25, 2015

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**Action Requested**

Award the contract for LAVTA Bus Stop Cleaning Services to the proposer deemed to provide the best value - Aim to Please Janitorial Services.

**Background**

LAVTA advertised for proposals for bus stop janitorial services on June 24, 2015 with proposals due on August 3, 2015. LAVTA asked interested vendors to submit proposals for a three year contract with two optional extension years. The vendors will be responsible for cleaning approximately 480 bus stops. These bus stops are separated into four tiers with frequency of cleaning defined by the tiers.

LAVTA received three proposals for bus stop cleaning services from each of the following firms:

- Superior Pressure Washing
- Hands-On LLC
- Aim to Please Janitorial Services, Incorporated

**Discussion**

*Selected Firm*

In order to select a firm to provide janitorial services, three staff members reviewed and rated the proposals. Proposals were rated on three categories and assigned points (out of 100 total) as noted below.

- Proposer's qualifications and experience – 30 points
- Approach to Scope of Work – 20 points
- Price – 50 points

In reviewing the three proposals, all three reviewers came to the same conclusion that Aim to Please Janitorial Services would provide the highest level of service to LAVTA bus stops. Aim to Please Janitorial Services received 100 total points, Hands On LLC received 85 total points and Superior Pressure Washing received 59 total points. The Aim to Please proposal was thorough and professional and met all the requirements of the RFP. The proposal was also

reviewed by Legal Counsel to ensure that it was responsive and responsible with respect to the requirements of the RFP.

**Budget Considerations**

Aim to Please Janitorial Services has proposed a Year 1 price of \$126,000. Year 2 price shows no increase. For Year 3 there is an increase of 1.9%. See the price matrix below.

Year	Amount	% Increase
<b>Base Years</b>		
Year 1	\$ 126,000.00	-9.6%*
Year 2	\$ 126,000.00	0.0%
Year 3	\$ 128,400.00	1.9%
<b>Optional Years</b>		
Year 4	\$ 134,820.00	5%
Year 5	\$ 130,669.72	5%

\*Based on the annual cost of this contract in FY15 (\$130,669.72), and the amount budgeted for FY16, the cost of the contract is not only below the independent cost estimate for this service, LAVTA will be under budget for FY16 as well.

**Next Steps**

Since Aim to Please Janitorial Service is LAVTA’s current provider, once this contract is awarded, LAVTA expects Aim to Please Janitorial Services to continue providing excellent service over the life of this contract.

**Recommendation**

Staff recommends that the Finance & Administration Committee forward a recommendation to the Board of Directors to approve Resolution 28-2015 and award an agreement to perform bus stop cleaning services to Aim to Please Janitorial Services.

Attachment:

1. Resolution 28-2015

**RESOLUTION 28-2015**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING LAVTA BUS STOP CLEANING SERVICES**

WHEREAS, the LAVTA requires the services of a third party contractor to perform routine bus stop cleaning services on all bus stops in LAVTA's service area; and

WHEREAS, the agency's issued a Request for Proposals 2015-03; and

WHEREAS, Aim to Please Janitorial Services responded to LAVTA's request for proposals and submitted a proposal which was selected as the most responsive and responsible proposal; and

WHEREAS, Aim to Please Janitorial Services wishes to enter into a three year contract with LAVTA for bus stop cleaning service for the Cities of Dublin, Pleasanton, and Livermore.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves entering into a contract with Aim to Please Janitorial Services and authorizes the Executive Director to execute the contract for a Year 1 cost of \$126,000, a Year 2 cost of \$126,000, and a Year 3 cost of \$128,400.

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to execute two optional extension years in the amount of \$134,820 for Year 4 and \$141,561 for Year 5 if it is determined that the contractor will provide better value than going out to bid again during those option years.

PASSED AND ADOPTED this 14th day of September 2015.

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Don Biddle, Chair

Attest:

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Michael Tree, Executive Director