

STAFF REPORT

SUBJECT: Bus Stop/Station Cleaning Services Contract

FROM: Michael Tree, Executive Director

DATE: September 14, 2020

Action Requested

Staff requests that the Board of Directors approve Resolution 28-2020, authorizing the award of an Agreement between LAVTA and Aim to Please Janitorial Services, Inc. for cleaning services for LAVTA’s bus stops and stations.

Background

LAVTA advertised for proposals for bus stop/station cleaning services on July 15, 2020 with proposals due on August 5, 2020. LAVTA asked interested vendors to submit proposals for a three-year contract with two additional one-year terms. The vendors will be responsible for cleaning approximately 286 bus stops and the Livermore Transit Center. These bus stops are separated into four tiers to define the frequency of cleaning required.

With the hope and anticipation that things will return to “normal” at some point, proposers were asked to submit pricings for both Special Conditions and Normal Conditions. Under Special Conditions, more frequent cleaning is performed, as is currently the case in response to the COVID-19 pandemic.

Special Conditions

Tier #	Frequency of Service
1	Daily on Weekdays
2	Twice per Week
3	Biweekly Cleaning
4	Monthly

Normal Conditions

Tier #	Frequency of Service
1	Three times per Week
2	Once per Week
3	Biweekly Cleaning
4	Monthly

LAVTA received two proposals from the following firms:

- Aim to Please Janitorial Services, Inc. (ATP)
- Gridiron Services, Inc. (GSI)

Discussion

In order to select a firm to provide cleaning services, an evaluation committee was formed to review and rate the proposals. The committee consisted of two LAVTA staff members and a staff member from the City of Dublin.

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 two proposals, all three reviewers came to the same conclusion that ATP would provide the higher level of service to LAVTA bus stops and stations. ATP received an average of 91 points while GSI received an average of 68 points. ATP’s 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.

Fiscal Impact

Based on the proposed pricing from ATP (table below), the annual cost for Year 1 based on Special Conditions is \$126,000 and based on Normal Conditions is \$72,000. Funding for Year 1 of this contract is included in LAVTA’s FY 20-21 approved budget.

Year	Monthly Cost	
	Special Conditions	Normal Conditions
Year 1	\$ 10,500	\$ 6,000
Year 2	\$ 10,500	\$ 6,000
Year 3	\$ 10,700	\$ 6,000
Year 4 - Option	\$ 11,235	\$ 6,800
Year 5 - Option	\$ 11,797	\$ 7,400

Next Steps

Since ATP is LAVTA’s current provider, once this contract is awarded, LAVTA expects ATP to continue providing excellent service over the life of this contract.

Recommendation

Staff recommends the Board of Directors approve Resolution 28-2020 to: (1) authorize the Executive Director to execute a contract with Aim to Please Janitorial Services, Inc., in the not-to-exceed amount of \$380,400 for the base term (Year 1 to Year 3); and (2) authorize the Executive Director to execute two one-year option terms in the not-to-exceed amount of \$276,384 if it is determined that the contractor will provide better value than going out to bid again during those option years.

Attachments

1. Resolution 28-2020

Submitted: _____

RESOLUTION NO. 28-2020

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING THE CONTRACT FOR BUS STOP AND STATION CLEANING
SERVICES**

WHEREAS, the Livermore Amador Valley Transit Authority (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 2020-01; and

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

WHEREAS, staff recommends that the Board of Directors award the contract for bus stop and station cleaning services to Aim to Please Janitorial Services, Inc., in the not-to-exceed amount of \$656,784 for a three-year contract with two one-year option terms;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to execute a contract with Aim to Please Janitorial Services, Inc., in the not-to-exceed amount of \$380,400 for the base term (Year 1 to Year 3); and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to execute two one-year option terms in the not-to-exceed amount of \$276,384 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 2020.

Bob Woerner, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel