



Midpeninsula Regional
Open Space District

R-23-61
Meeting 23-15
June 14, 2023

AGENDA ITEM 3

AGENDA ITEM

Award of Contract for Custodial Services at Five Staff Facility Offices, Daniels Nature Center and Rancho San Antonio County Park Restrooms

GENERAL MANAGER'S RECOMMENDATIONS *del*

1. Authorize the General Manager to execute an initial one-year term contract with Del Rey Building Maintenance in the amount of \$160,810 to provide custodial services for the Administrative Office, Skyline Field Office, South Area Office, Coastal Area Outpost, Foothills Field Office, Daniels Nature Center, and Rancho San Antonio County Park Restrooms.
2. Authorize the General Manager to extend the contract with Del Rey Building Maintenance for up to three additional one-year terms for a cost reflecting the original base price with a 5% maximum annual inflationary adjustment, for a not-to-exceed four-year contract amount of \$693,111.
3. Authorize a contingency in the amount of \$5,000 per year to address unforeseen cleaning services, for a total not-to-exceed contingency amount of \$20,000 over four years, and a grand total not-to-exceed contract amount of \$713,111 over the four-year term.

SUMMARY

In August of 2022, Midpeninsula Regional Open Space District (District) entered into a month-to-month contract with Del Rey Building Maintenance in the amount of \$48,000 to perform custodial services for six months at five District offices. This contract was extended by the Board of Directors (Board) on February 8, 2023 to allow staff time to solicit a competitive bid and enter into a custodial contract by July 1, 2023 ([R-23-17](#)). The lowest responsible and responsive bidder from the competitive bidding process was Del Rey Building Maintenance with a base bid of \$160,810 for Year 1. Each subsequent year through Year 4 would be subject to an increase equal to the Consumer Price Index, but no more than 5%. The upcoming Fiscal Year 2023-24 (FY24) budget includes sufficient funding for the recommendation. Funds in future fiscal year budgets would be approved as a part of the annual budget and action plan process.

DISCUSSION

The District's need for custodial services have expanded over the past several years with the growth in the size and number of its offices and facilities. With the addition of the new Administrative Office and South Area Office, and the desire to now outsource the daily custodial services at

Rancho San Antonio County Park Restrooms, the expanded scope of services prompted District staff to issue a Request for Bids (RFB) to place all custodial services and supplies under one vendor contract. A one-year contract with three, one-year extension options (for a total of four years) is recommended to maintain continuity of custodial services.

On May 30, 2023, the District held a bid opening and received four responsive bids, with Del Rey Building Maintenance being the lowest responsible and responsive bidder. See bids below:

Bidder	Address	Base Bid	Add Alternate*	Total Bid
Del Rey Building Maintenance	Hollister, CA	\$119,850	\$40,960	\$160,810
Aim To Please Janitorial	San Francisco, CA	\$170,400	\$45,527	\$215,927
Universal Building Services	Richmond, CA	\$255,456	\$82,368	\$337,824
CBJ Building Maintenance, Inc.	Danville, CA	\$286,808	\$35,340	\$322,148

*The Add Alternate reflects the cost for services to include the Daniels Nature Center and Rancho San Antonio County Park Restrooms.

Del Rey Building Maintenance’s bid was found to be the lowest responsive bid and the contractor was determined to be responsible. The annual cost of the contract with Del Rey would be as follows (assuming the maximum 5% annual adjustment based on the Consumer Price Index):

Year	Amount
Year 1	\$160,810
Year 2	\$168,850
Year 3	\$177,293
Year 4	\$186,158
Total	\$693,111

The General Manager therefore recommends awarding the contract to Del Rey Building Maintenance for an initial one-year term with three subsequent one-year options. The one-year extension options would be executed based on District satisfaction with the performance. In addition, the General Manager recommends authorizing a contingency in the amount of \$5,000 per year during the term to address unexpected discrete custodial services for a total not-to-exceed contingency amount of \$20,000 over the four-year term. This contingency amount is equal to approximately 3% of the contract amount.

FISCAL IMPACT

The upcoming FY24 Budget includes sufficient funding to execute a contract with Del Rey Building Maintenance for the first year. Funds in future fiscal year budgets would be approved as a part of the annual budget and action plan process.

PRIOR BOARD AND COMMITTEE REVIEW

None

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board authorization, the General Manager will direct staff to enter into an initial one-year contract with Del Rey Building Maintenance in the not-to-exceed \$160,810. Based on performance, the District would consider extending the contract for up to three additional years at a maximum increase of 5% per year.

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