

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	71229	<b>Agenda Number</b>	34.
<b>Meeting Date:</b>	June 15, 2017			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
<p>Authorize negotiation and execution of a 24-month contract with GCA SERVICES GROUP, INC., or one of the other qualified offerors to Request For Proposals JXP0504REBID, to provide janitorial services, in an estimated amount of \$1,635,932, with three 12-month extension options in an estimated amount of \$817,966 per extension option, for a total contract amount not to exceed \$4,089,830.</p>				
<b>Amount and Source of Funding</b>				
<p>Funding in the amount of \$272,655 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Energy. Funding for the remaining 20 months of the original contract period and extension options are contingent upon available funding in future budgets.</p>				
<b>Fiscal Note</b>				
<p>A fiscal note is not required.</p>				
<b>Purchasing Language:</b>	<p>The Purchasing Office issued a Request for Proposals (RFP) JXP0504REBID for these services on March 13, 2017 and it closed on March 30, 2017 with 18 of offers received. The recommended offer is the best evaluated offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is not the current provider for these services.</p>			
<b>Prior Council Action:</b>	<p>█</p>			
<b>For More Information:</b>	<p>Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@ austintexas.gov</p> <p>NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Joshua Pace, at 512-322-6583 or Joshua.Pace@ austinenergy.com</p>			
<b>Boards and Commission Action:</b>	<p>May 15, 2017 – Recommended by the Electric Utility Commission on a 9-0 vote, with two vacancies.</p>			
<b>Related Items:</b>	<p>█</p>			

**MBE / WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

**Additional Backup Information**

The contract will provide janitorial services including labor, supervision, supplies and equipment at the following Austin Energy (AE) locations:

- Town Lake Center
- St. Elmo and Kramer Lane Service Centers
- Utility Customer Service Center North
- Meter Shop on Todd Lane
- District Cooling Plant buildings
- Decker Creek Power Station and other buildings at the Decker site
- Sand Hill Energy Center
- Laboratory Services building

The purpose of this janitorial services contract is to provide a clean and safe environment for City employees, contractors, and the public. Services include day and night crews with tasks that are divided on a daily, weekly, bi-weekly, monthly and quarterly basis, and that vary at each site. The total area to be serviced is approximately 260,000 square feet.

In preparation for a new solicitation for these services, staff identified ways to further segment these services into smaller packages in order to increase opportunities for small and/or certified companies to compete for City contracts. The Purchasing Office received 18 proposals for the new solicitation—an increase of five proposals over the previous solicitation. Staff re-examined the approach to hiring versus contracting out for janitorial services and the results of that research are provided in the attached documentation (Exhibit A).

Furthermore, the Sustainability Office provided the following updated requirements for janitorial services which are incorporated in the contract:

- Cleaning chemicals: Daily use chemicals shall meet EcoLogo or Green Seal (GS) Standards, GS-37. Floor care products shall meet GS-40, and hand care products shall meet GS-41. Products shall be low volatile organic compounds (VOCs) with low toxicity, readily biodegradable, non-carcinogenic, low odor, etc.
- Paper products: All paper products shall be of postconsumer recycled content. Products with EPA guidelines for recycled content include toilet tissue (GS-01), and paper towels (GS-09).
- Trash Can Liners: All trash bin and recycling bin liners shall contain at least 10% postconsumer recycled content or have a thickness of less than 0.7 ml.
- Refuse Recycling: Contractor shall maximize use of materials that can be included in the City's Single-Stream (Office Stream) Recycling Program, and use designated recycling collection bins and storage area for pick-up.
- Finishing and Stripping Floors: Contractor shall use zinc-free finish and stripper meeting GS-40, and use a micro fiber application of finish. Contractor shall use separate mops for stripping and rinsing. Protective gloves shall not contain PVC or vinyl.

- Carpet and Floor Care: Contractor shall use water extraction machines with adjustable solution controls that allow carpets to dry in 8 hours or less. Microfiber mops, cloths and sponges shall be used instead of cotton.
- Dusting: Contractor shall use micro fiber cloths with no chemicals, if possible, and water or water-based cleaners.
- Equipment: Vacuums shall have HEPA Filtration at a maximum of 0.03 micron, and operate at 69 Decibels or less.

This contract is one of two contracts replacing current janitorial services contracts which expire on September 30, 2017.

An evaluation team with expertise in this area evaluated the offers and scored GCA Services Group, Inc. as the best to provide these services for the locations listed above based on business organization and capacity, experience and qualifications, sustainability, cost, and local business presence.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.

If the City is unable to secure a contract, AE would not have a contract in place for janitorial services, resulting in health and safety issues from unsanitary conditions.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

<b>GCA SERVICES GROUP, INC.</b>				
	<b># months</b>	<b>Contract Amount</b>	<b>Contract Amendment</b>	<b>Revised Amount</b>
Original Term	24	\$ 1,635,932	n/a	n/a
Extension Option 1	12	\$ 817,966	n/a	n/a
Extension Option 2	12	\$ 817,966	n/a	n/a
Extension Option 3	12	\$ 817,966	n/a	n/a
<b>TOTAL</b>	<b>60</b>	<b>\$ 4,089,830</b>	<b>\$ -</b>	<b>\$ -</b>