



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** JUNE 12, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER

**SUBJECT:** RECOMMENDATION TO AWARD A CONTRACT IN AN AMOUNT NOT TO EXCEED \$100,000.00 TO HAYNES BUILDING SERVICES FOR JANITORIAL SERVICES FOR CALABASAS CITY HALL, LIBRARY AND SENIOR CENTER FOR ONE YEAR

**MEETING DATE:** JUNE 24, 2020

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**SUMMARY RECOMMENDATION:**

Recommendation to award a contract in an amount not to exceed \$100,000.00 to Haynes Building Services, to provide Janitorial Services for Calabasas City Hall, Library and Senior Center for one year.

**BACKGROUND:**

The City has contracted with Haynes since 2016 for janitorial services. During this time, they have provided good to excellent service. The current contract expires at the end of this month. During the ongoing COVID-19/Coronavirus pandemic and subsequent closure of city facilities, it did not seem prudent to go out to formal bid. The bid process would entail site visits and walk through by all prospective bidders and seemed unwise during the stay-at-home order. At the end of this one-year contract extension, it is staff's intention to go out to formal bid.

The contract extension incorporates an additional hour of labor each evening for cleaning crew to accomplish required tasks requested by staff in City Hall and a minimum wage increase. The Library will have an additional hour of labor on

Saturday and the Senior Center will have an additional hour of labor each night of service.

**DISCUSSION/ANALYSIS:**

At its last meeting Council directed staff to negotiate a reduced price of the monthly charge for cleaning the three building during the closure of said facilities due to the COVID-19 pandemic. Attached is the agreed upon charges which amounts to 9.8% reduction in price or a savings of \$890.00 per month. These monthly charges will remain in effect until the facilities reopen to employees and public.

The Civic Center buildings are certified with a rating of Gold in Leadership in Energy and Environmental Design (LEED) and the City requires janitorial service providers to demonstrate that they are capable of maintaining a “green” cleaning and building maintenance program. Haynes has demonstrated that it can maintain our high environmental standards.

Haynes Building Services has over 50 years of experience in janitorial services and currently maintains over 300 million square feet of building space in 46 states. It currently services the cities of Glendale and Alhambra. Haynes is committed to “Green Cleaning” and incorporates Material Safety Data Sheets, Green sealed-certified cleaning products, materials and training to help improve safety and health and maintain environmental clean practices.

Haynes’ crew has been performing the Disinfectant Touch Point Process and additional detail cleaning during the COVID-19 outbreak. This Disinfectant Touch Point Process involves the cleaning of all touch point areas and surfaces before applying a disinfectant, which must stay in surface between 5 to 10 minutes, and takes longer than the regular cleaning. A standard EPA-approved disinfectant is used to sanitize critical items that meet skin, (hands). This includes shared articles that city facility staff touch (touchpoints) throughout the course of any given workday, regardless the amount of traffic. Detail cleaning involved from high dusting and low dusting, low dusting and cleaning under the desk area, currently washing trashcans inside and out, cleaning walls. Responding to any cleaning request in specific areas and scrubbing restrooms.

Also attached is Haynes proposal for Level 1, deep cleaning (\$2,964) prior to reopening of the three facilities and Level 2 deeper cleaning (\$6,345) in case of a COVID-19 exposure.

**REQUESTED ACTION:**

Recommendation to award a contract in an amount not to exceed \$100,000.00 to Haynes Building Services for janitorial services for the Calabasas City Hall, Library and Senior Center for one year.

**ATTACHMENTS:** 1) Professional Services Agreement between the City of Calabasas and Haynes Building Services to provide janitorial Services for Calabasas City Hall, Library and Senior Center. 2) Reduced Pricing during facilities closures. 3) Proposal for Level 1 deep cleaning for reopening Facilities and Level 2, deeper cleaning in case of COVID-19 exposure.