



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: AUGUST 12, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: MICHAEL MCCONVILLE, INTERIM ADMINISTRATIVE SERVICES
MANAGER**

**SUBJECT: AUTHORIZATION TO AWARD A THREE-YEAR CONTRACT IN AN
AMOUNT NOT TO EXCEED \$550,000 TO PEERLESS BUILDING
MAINTENANCE FOR JANITORIAL SERVICES FOR CALABASAS CITY
HALL, LIBRARY, AND SENIOR CENTER, AND SPECIAL EVENT
CLEANINGS FOR FOUNDERS HALL, SENIOR CENTER, AND JUAN
BAUTISTA DE ANZA PARK**

MEETING DATE: AUGUST 24, 2022

SUMMARY RECOMMENDATION:

That the City Council authorize the award of a three-year contract in an amount not to exceed \$550,000 to Peerless Building Maintenance for janitorial services for Calabasas City Hall, Library, and Senior Center, and special event cleanings for Founders Hall, Senior Center, and Juan Bautista De Anza Park.

BACKGROUND/DISCUSSION:

Staff issued a Request for Proposals (RFP) for janitorial services on May 20, 2022, receiving prospective bids from eight companies. Responses to the RFP were required to propose a cost for the daily maintenance of City Hall, Library, and Senior Center, as well as special event cleaning for Founders Hall, Senior Center, and Juan Bautista De Anza Park.

A selection committee comprised of four City staff reviewed and evaluated the eight proposals based on each company's background, qualifications, prior experience, costs, and responsiveness to the RFP. After ranking each company, the selection committee selected two finalists to move forward for reviewing references, with the top company taking part in a final interview with the selection committee.

The selection committee concluded that Peerless Building Maintenance best met the City's needs for a variety of reasons. First and foremost, Peerless stood out as one of the lowest responsible bidders when considering both monthly maintenance and facility event rates. Aside from costs, the committee looked favorably on Peerless' close proximity to Calabasas and adequate staff coverage/procedures to meet the City's afterhours and weekend event cleanings needs. Peerless' 24/7 emergency response service and quality control program were also important for the committee due to the City's desire to maintain our facilities in excellent condition. Finally, having U.S. Green Building Council and LEED membership, Peerless will adhere to the City's green cleaning policy that increases the health and safety for occupants, while also minimizing harmful effects to the environment. Based on these factors, staff recommends that Peerless Building Maintenance be awarded a three-year contract for an amount not-to-exceed \$550,000.

FISCAL IMPACT/SOURCE OF FUNDING:

The costs for Civic Center janitorial services will increase by 30% from the current rates paid under the City's current contract. The budget will be updated to include these additional costs during the City's February 2023 mid-year budget review.

REQUESTED ACTION:

That the City Council authorize the award of a three-year contract in an amount not to exceed \$550,000 to Peerless Building Maintenance for janitorial services for Calabasas City Hall, Library, and Senior Center, and special event cleanings for Founders Hall, Senior Center, and Juan Bautista De Anza Park.

ATTACHMENTS:

- A. Professional Services Agreement
- B. Request for Proposals – Janitorial Services
- C. Peerless Building Maintenance Proposal