


# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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**DATE:** SEPTEMBER 7, 2017   
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
SAMUEL MARTINEZ, Assistant Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** Agenda Item #6: Approval of Contract for Janitorial Services at 1170 West Third Street for the period September/October 2017 through September/October 2018

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## **RECOMMENDATION:**

Staff recommends that the Commission:

1. Approve the contract for janitorial services with Jan-Pro Cleaning Systems; and,
2. Authorize the Executive Officer to execute the Cleaning Agreement as well as the Pricing Agreement for a total annual contract amount of \$5,700.

## **BACKGROUND:**

As identified at the August hearing, the move to the new LAFCO office at the San Bernardino Train Depot prompted the need for janitorial services as this is not a part of the current lease agreement with SBCTA. Currently, LAFCO has an interim agreement with the company that provides janitorial services to the entire Depot while the Commission makes its decision on who to contract with for janitorial services on a permanent basis.

Because it was anticipated that the contract amount would be over \$3,000, LAFCO staff requested vendors to submit a quote for janitorial services. Staff received a total of three quotes from three vendors with multiple options. LAFCO staff is recommending the service plan that matches LAFCO staff's 9/80 work schedule, which entails two days of general cleaning service (including trash pick-up) and two days trash pick-up only on a weekly basis and an additional trash pick-up every other Fridays.

The quotes that were submitted for this particular service plan are as follows:

Company Name	Monthly Charge	Annual Charge (Contract Amount)
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1. Coverall	\$570	\$6,840
2. Jan-Pro Cleaning Systems	\$475	\$5,700
3. OctoClean	\$523	\$6,276

Details of the quotes submitted by the three companies are included as attachments to this report. Some of the highlights for each service plan are identified below:

#### Coverall

- Is a global brand cleaning service
- Submitted the most comprehensive service plan that includes cleaning of the restroom on a daily basis.

#### Jan-Pro Cleaning Systems

- Is also a global brand cleaning service.
- Submitted the lowest quote.
- Included a reference list.

#### OctoClean

- Is a local commercial cleaning service based in Riverside, CA.
- Provides janitorial services to the entire San Bernardino Train Depot and currently provides the janitorial service to the LAFCO office.

It is difficult to choose the best service plan from among the quotes submitted given each proposal have their own specific programs that are different from each other. At a minimum, all three companies provided the basic service option that LAFCO staff requested. Therefore, LAFCO staff is recommending that the Commission contract with the company that provided the lowest quote -- Jan-Pro Cleaning Systems.

In order to move forward, LAFCO will need to terminate the existing contract with the current service provider—which requires a 30-day termination notice—and authorize the Executive Officer to execute the agreement with Jan-Pro Cleaning Systems starting October 2017 to October 2018.

Staff will be available for any questions at the hearing.

KRM/sm

Attachments