



## Legislation Text

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**File #:** 24-1968, **Version:** 1

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**To:** Contra Costa County Housing Authority Board of Commissioners

**From:** Joseph Villarreal, Executive Director

**Report Title:** APPROVE CONTRACTS WITH S&K JANITORIAL, INC. AND UNIVERSAL BUILDING SERVICES TO PROVIDE JANITORIAL SERVICES AT HACCC'S ADMINISTRATIVE OFFICES AND ASSOCIATED COMMON AREAS

☐ Recommendation of the County Administrator ☐ Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE contracts with S&K Janitorial, Inc. and Universal Building Services, the lowest responsive and responsible bidders, in the amount of \$174,084.00 annually to perform janitorial cleaning services for HACCC offices and associated common areas throughout Contra Costa County.

AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa (HACCC), or his designee, to execute the contracts with S&K Janitorial, Inc. and Universal Building Services.

### BACKGROUND:

HACCC has twelve (12) office locations within a 45-mile radius scattered throughout Contra Costa County. We have solicited for janitorial services which resulted in receiving four (4) bids. Prior to the end of performing our due diligence regarding the contractors, the two (2) highest scoring contractors were selected. They are as follows:

1. S&K Janitorial - eight (8) locations, provides all required janitorial supplies at an annual cost of \$101,448.00.
2. Universal Building Services - four (4) locations, provides all required janitorial supplies at an annual cost of \$72,636.00.

The total annual cost for our janitorial services is \$174,084. In addition to office cleaning, there are multiple community rooms, kitchens, restrooms, conference rooms and major hallways. These contracts each have an initial 1-year contract period with two (2) 2-year contract renewal terms for an overall total of five (5) years. If all options are exercised, the cost for a 5-year period will be \$870,420.00.

### FISCAL IMPACT:

Funding for these services is provided through HACCC's annual operating budget from the United States Department of Housing and Urban Development. Funding for these services is provided for in HACCC's current budget.

### CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to award the contracts to S&K Janitorial, Inc. and Universal

Building Services, HACCC will need to expend staff time and resources to rebid the janitorial services again. There would be a possibility of HACCC having to turn to another more expensive option to maintain janitorial services at the agency's offices and common areas.