

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Tarry Smith, District Administrator

Date: June 15, 2017

Subject: Award of Janitorial and Landscape Maintenance Services Contracts for District Facilities and Parks

Introduction/Background:

In 2015/16 the Carmichael Recreation and Park District (CRPD) was involved in a “Consolidation Study” with Mission Oaks Recreation and Park District. Upon completion of the study, a vote by both Advisory Boards, determined not to support consolidation at that time, Option 2 of the study was adopted by both agencies Advisory Boards instead.

Option 2 outlined potential improvements and efficiencies each District could adopt to improve District operations in lieu of consolidation. A major recommendation in Option 2 for CRPD was to take savings from paying off three outstanding loans (\$310K) and using those funds to enter into vendor contracts for landscape maintenance and district wide custodial services.

Staff has completed the process of bidding both recommended contracts at this time.

Discussion:

Staff completed the bidding process with bid openings for Janitorial Services occurring on June 5th and Landscape Maintenance Services on June 6th. The proposed contracts are designed to upgrade the service levels for both building cleanliness and park maintenance.

The contracts are guaranteed for one year and are possible to extend for an extra four (4) years with approval by both parties.

The adopted preliminary budget has an allowance of \$130K for each contract for a total of \$260K allocated.

The landscape maintenance services contract includes 8 of our existing 13 parks. The two largest parks, Carmichael and La Sierra Park, will remain under District staff control; the other three parks not in the contract are undeveloped areas.

The following low bids are being recommended to the Advisory Board for approval. They are within budget leaving funds available for other uses in the final budget, see attachment.

The low bidder for the janitorial services contract is "Tee Janitorial & Maintenance", a low bid of \$95,808.48, with an additional \$22,000 will be budgeted for the following: \$12,000 for reimbursable supplies used by the contractor and another \$10,000 as a contingency for authorized requests made for services outside of the scope of work for a for total cost of \$117,808.

The low bidder for the landscape maintenance contract is "New Image Landscape Company" with a bid of \$91,836.00.

The total of both bids is \$209,644, a savings of \$50,356 from the amount budgeted in the preliminary budget. The goal of these contracts is to improve maintenance while staying within the \$310K which was previously used for loan payments.

Recommendation:

Staff recommends that the Carmichael Advisory Board of Directors approve and award the bids, as presented and authorize the District Administrator to sign agreements and expend funds for each contract.



TEE Janitorial & Maintenance

Request for Bid Janitorial Services

PROPOSAL TO: Carmichael Recreation & Park District

Carmichael Recreation & Park District

5750 Grant Avenue

Carmichael, California 95608

Keith@carmichaelpark.com

(916) 343-3962

Due Date: June 5, 2017 @ 3pm P.S.T

Contact: Teejanitorial@yahoo.com

Telephone: (916) 455-6090

Bidder Name:

Sacramento County RFP7691 – Janitorial Service for County-owned and Lease Facilities

**APPENDIX J – VENDOR BID FORM FOR MONTHLY/ANNUAL AMOUNTS
AND HOURLY RATE PROPOSAL,
FOR EACH OF THE TWO FACILITIES SHOWN ON THE SCHEDULED ONE-DAY
WALK-THROUGH**

Note: You are required to respond to this RFP solicitation via *hardcopy response*. All required response documents are to be downloaded, completed and submitted before the stated due date and time, including your price response.

Janitorial Services Bid Form

Carmichael Park, Clubhouse and Veterans Hall (5 days per week) 5750 Grant Avenue, Carmichael 95608 VCT Floor Strip and Wax Each Request	Monthly <u>1169.85.</u> Daily Clubhouse <u>19.97</u> Clubhouse <u>500.00</u>	Annually <u>14,038.20</u> Daily Vets Hall <u>19.97.</u> Vets Hall <u>500.00.</u>
Carmichael Park, Office (5 days per week) 5750 Grant Avenue, Sacramento 95608	Monthly <u>974.76</u>	Annually <u>11,697.12</u>
Carmichael Park, Outdoor Park Restroom (7 days per week) 5750 Grant Avenue, Carmichael 95608	Monthly _____	Annually _____
La Sierra, John Smith Hall, Kitchen, Hallway & Restrooms (5 days per week) 5325 Engle Road, Carmichael 95608 VCT Floor Strip and Wax Each Request	Monthly <u>1364.71</u> Daily <u>62.89</u> Kitchen <u>660.00</u>	Annually <u>16,376.52</u>
La Sierra, Office and Conference Room (5 days per week) 5325 Engle Road, Carmichael 95608	Monthly <u>389.95</u>	Annually <u>4,679.40</u>
La Sierra, Johnson Gym & Villareal Gym (5 days per week) 5325 Engle Road, Carmichael 95608	Monthly <u>1355.16</u> Daily Johnson <u>31.45</u>	Annually <u>1,6261.92</u> Daily Villareal <u>31.45</u>
La Sierra, Kids Hangout (5 days per week) 5325 Engle Road, Carmichael 95608	Monthly <u>389.95</u>	Annually <u>4,679.40</u>
La Sierra, Cypress Room, Suite 800 & 800 Wing South Restrooms (5 days per week) 5325 Engle Road, Carmichael 95608 VCT Floor Strip and Wax Each Request	Monthly <u>1559.77.</u> Daily <u>71.87.</u> Cypress Room <u>700.00</u>	Annually <u>18,717.24</u> Suite 800 <u>500.00.</u>
La Sierra, Sierra Rooms (5 days per week) 5325 Engle Road, Carmichael 95608	Monthly <u>779.89</u> Daily <u>35.94</u>	Annually <u>9,358.68.</u>



Bid Prepared for:

City of Carmichael

**Landscape Maintenance Services
Contract #17-20002**

Proposals Due: June 6, 2017 @ 2:00 pm

Submitted by:

New Image Landscape Company
3250 Darby Common, Fremont, CA 94539
License # 719106

Carmichael Recreation and Park District
2017-2018 Landscape Maintenance Contract

BID FORM

June 2, 2017

Date

Pursuant to your Notice to Bidders for Contract #17-20002 and in accordance with the General Conditions and Performance Specifications relative to this contract, New Image Landscape Company, (Name of Company) hereby offers to do all the work and furnish all the materials and equipment required for the above named contract in full accord with the performance specifications for the following amount:

PARK or SITE	MONTHLY SERVICES BID	ANNUAL SERVICES BID
Bird Track Park Quail Road Fair Oaks, CA 95628	\$393.50	\$4,722.00
Cardinal Oaks Park 5324 El Camino Avenue Carmichael, CA 95608	\$1,602.00	\$19,224.00
Del Campo Park Heathcliff Drive Carmichael, CA 95608	\$2,840.00	\$34,080.00
Glancy Oaks Park 5292 Glancy Drive Carmichael, CA 95608	\$606.00	\$7,272.00
Jan Park 4310 Jan Drive Carmichael, CA 95608	\$393.50	\$4,722.00
Jensen Botanical Gardens 8520 Fair Oaks Blvd Carmichael, CA 95608	\$606.00	\$7,272.00
O'Donnell Heritage Park 6618 Rappahannock Way Carmichael, CA 95608	\$606.00	\$7,272.00
Patriots Park 6827 Palm Avenue Fair Oaks, CA 95628	\$606.00	\$7,272.00
TOTAL BID	\$7,653.00	\$91,836.00

Hourly unskilled labor: \$35.00

Hourly supervision fee: \$55.00