



**Board Administrative Committee
May 2, 2019**

SUBJECT:

Approve and Authorize a Five-Year Agreement with Wurm's Janitorial Services, Incorporated, in the Not-to-Exceed, Full-Term Total of \$1,770,000

BACKGROUND:

On March 14, 2019, the District received proposals under Request for Proposals (RFP) No. 3146 for District-Wide Janitorial, Day Porter, and Courier Services (Janitorial Services). A total of four proposals were received with Wurm's Janitorial Services, Incorporated, (Wurm's) of Corona, California, providing the highest scoring response.

District-Wide Janitorial services include both daytime and after-hours cleaning of all office and public space areas, restrooms, and remote buildings at the District's headquarters as well as approximately 40 key operational facilities. Contractual requirements include daily, weekly, and quarterly cleaning and disinfection, waste collection and recycling, sweeping, vacuuming, floor waxing and maintenance, carpet cleaning, window cleaning, and other similar tasks performed on a scheduled basis. Additionally, supplies such as refuse can liners, glass cleaner and other products required for contract performance are provided by the janitorial firm in accordance with RFP requirements.

In addition to janitorial and cleaning services, contract requirements specify the provision of two full-time Day Porters, and one District Courier. Day Porter duties include janitorial upkeep and maintenance of all public areas, restrooms, break rooms, parking areas, sidewalks, and patio areas throughout the business day. Additional duties include light maintenance such as replacing light bulbs, conference room set up and tear down, inspecting fire extinguishers and first aid kits, and other similar tasks performed on a scheduled basis.

Courier duties are performed seven days per week, including weekends and holidays, and consist of the delivery of parts and materials from the District's Warehouse and Receiving to each water and wastewater treatment facility, as well as the pickup and delivery of daily water samples from each location to the District's Laboratory. Additional services include internal delivery of parts, materials, supplies within and between the headquarters and customer service locations.

Evaluation of Proposals

Proposals received in response to RFP No. 3146 were evaluated by a cross functional team of District employees using established criteria such as price, company qualifications and experience, staffing and personnel, contractual terms, approach and understanding of

requirements, performance history, and safety record. As reflected on the attached, Exhibit A, Wurm's Janitorial of Corona, California, submitted the highest scoring response of the four proposals received.

Wurm's proposal proved superior under key criteria such as company and personnel qualifications and experience. Wurm's demonstrated relevant experience and contract expertise, as well as the size, resources, and capabilities to provide the level and scope of services required by the District. References include examples of large, long-term, arrangements with sizeable public agencies such as Riverside County Superior Courts and the San Bernardino Department of Transportation.

Omissions and deficiencies noted from competitor proposals during the evaluation process include a lack of required documentation such as Safety Data Sheets (SDS) for chemicals and Quality Inspection Reports, as well as required information addressing staffing levels and coverage, screening and hiring practices, training, quality control, and safety.

Wurm's has been providing Janitorial services to equivalent sized agencies for 33 years and employs approximately 80 personnel. Review of Wurm's performance through quality control measures, management philosophy, and training programs elicited confidence from the Evaluation Team in the firm's ability to best provide high quality service to a customer with multiple facility requirements such as EMWD, in comparison with the other proposals received.

Under the proposed agreement, pricing will remain fixed for the first year of the recommended term. Subsequent yearly adjustments are limited to a three percent increase based on supply increases to the industry, regulatory changes, or adjustments in the Consumer Price Index. Total costs under the proposed agreement are estimated at \$333,420 per year, or \$1,667,100. Due to the potential addition of service locations or requirements, and approved price adjustments during the contract term, it is recommended that the Board approve and authorize a five-year agreement in the not-to-exceed, full-term total of \$1,770,000.

FINANCIAL IMPACT:

Funding for this item is provided for in the Biennial Budget for Fiscal Years 2017-18 and 2018-19.

STRATEGIC PLANNING GOAL/OBJECTIVE:

Consistently meet or exceed expectations in all facets of EMWD's service.

ENVIRONMENTAL IMPACT:

None

RECOMMENDATION:

Approve and authorize a five-year agreement with Wurm's Janitorial Services, Incorporated, in accordance with the terms and conditions of RFP No. 3146, in the estimated amount of \$354,000 annually, with the not-to-exceed, full-term total of \$1,770,000.

SUBMITTED BY:



Paul D. Jones II, P.E., General Manager

4/26/2019



Laura Nomura, Deputy General Manager

4/23/2019

Attachment(s):

Exhibit A - Evaluation Summary

05/15/19 Board Meeting

Staff Contact: Jeff Wasserman, Dan Howell