



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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TO: Administration Committee

DATE: October 6, 2010

FR: Executive Director

W.I.: 1153

RE: Contract – Janitorial Services: Zero Waste Solutions

Staff seeks the Committee's approval to enter into a contract with Zero Waste Solutions of Newark, CA to provide janitorial services for MTC offices including general office cleaning, dusting, vacuuming, and trash removal. The contractor will also provide non-toxic, environmentally safe and recycled products in the performance of their work. The contract will be for the period of November 1, 2010 through June 30, 2011 and may be renewed at a negotiated price for four additional one-year periods through June 30, 2015.

Background

On July 16, 2010, MTC issued a joint agency (MTC, ABAG & RAFC) Request for Proposal (RFP) inviting firms to submit a proposal to provide janitorial service for the office spaces located at the Joseph P. Bort MetroCenter. Each agency will execute separate contracts as a result of this RFP.

The RFP was posted to the MTC web site and sent to 80 firms/individuals/organizations. Eighteen (18) firms attended a proposer's conference and building walk-through. MTC received fourteen (14) proposals which an evaluation panel, representing MTC, ABAG and RAFC, evaluated based on price, experience, approach, staffing capacity, references and compliance with the City of Oakland's Living Wage Ordinance.

Interviews were held with the following firms:

| <b>Firm</b>          | <b>Location</b>   | <b>Proposed<br/>Monthly Cost</b> | <b>Proposed<br/>FY 2010-11 Cost</b> |
|----------------------|-------------------|----------------------------------|-------------------------------------|
| Zero Waste Solutions | Newark, CA        | \$7,807.00                       | \$62,456                            |
| GMG Janitorial       | San Francisco, CA | \$8,964.00                       | \$71,712                            |
| Able Janitorial      | San Francisco, CA | \$9,741.80                       | \$116,901.60                        |

The panel unanimously recommends Zero Waste Solutions based on the lowest monthly price, established performance standards and employee training, and their approach to staffing, customer service and references. Zero Waste Solutions pays their staff an amount equal to or greater than the City of Oakland's hourly living wage rate of \$11.15, provides medical insurance coverage to the employees and their dependents, and offers paid sick leave benefits. The existing janitorial staff employed by Accent Service Company, Inc., our current janitorial

contractor, will be given an opportunity to interview with Zero Waste Solutions for continued employment at the MetroCenter. The proposed contract will include funds for additional services that may be required for special cleanings.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract with Zero Waste Solutions to provide janitorial services for MTC offices for an amount not to exceed \$65,000 in FY 2010-11, with the option to renew at a negotiated price for four additional one-year periods through June 30, 2015.

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Steve Heminger

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Vendor Contract

Work Item No.: 1153

Vendor: Zero Waste Solutions, Newark, CA

Work Project Title: Janitorial Services

Purpose of Project: To provide janitorial service for MTC offices.

Brief Scope of Work: To provide routine janitorial service for MTC offices including, vacuuming, polishing and trash removal. And, to provide weekly, monthly and quarterly in-depth service including rug shampooing, floor waxing, etc.

Project Cost Not to Exceed: \$65,000 (FY 2010-11)

Funding Source: General Operating Budget

Fiscal Impact: Funds are included in the FY 2010-11 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to execute a contract with Zero Waste Solutions, to provide janitorial services in FY 2010-11, with an option to renew for four additional one-year periods through June 30, 2015, subject to adoption of the annual operating budget in subsequent years; and that the Chief Financial Officer is authorized to set aside funds up to \$65,000 for such contract.

Admin. Committee: \_\_\_\_\_  
Tom Bates, Chair

Approved: Date: October 13, 2010