



METROPOLITAN
TRANSPORTATION
COMMISSION

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TO: Administration Committee

DATE: July 2, 2014

FR: Deputy Executive Director, Operations

W.I.: 1153

RE: Contract Amendment - Janitorial Services: Customized Janitorial (\$125,000)

This memorandum requests the Committee's approval of a sole source contract amendment with Customized Janitorial, to provide janitorial services for the MTC offices in an amount not to exceed \$125,000 in FY 2014-15.

Background

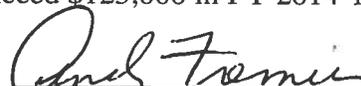
On September 2, 2011, MTC issued a joint agency Request for Proposal (RFP) with ABAG and Regional Administration Facility Corporation (RAFC) inviting firms to submit a proposal to provide janitorial service for the Joseph P. Bort MetroCenter common areas, and for MTC and ABAG office spaces. The contract was awarded to Customized Janitorial for the period of December 1, 2011 through June 30, 2012, with the option to renew at a negotiated price for two (2) additional one-year periods through June 30, 2014. Separate contracts were executed by MTC, ABAG and RAFC for their respective services.

This sole source amendment, based on compelling business reasons would extend the contract to the end of FY 2014-15.

The contract requires the contractor to pay its employees at least the City of Oakland's minimum "living wage" which Customized Janitorial exceeds. This proposed contract amendment also includes a 2.6% increase effective July 1, 2014 with respect to the City of Oakland's "living wage."

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Customized Janitorial to provide janitorial services for MTC offices for an amount not to exceed \$125,000 in FY 2014-15.



Andrew B. Fremier

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Vendor Contract Amendment

Work Item No.: 1153

Vendor: Customized Janitorial, San José, 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 weekly, monthly and quarterly in-depth service including rug shampooing, floor waxing in FY 2013-14.

Project Cost Not to Exceed: \$125,896 (this amendment)

Total Contract Amount before this amendment: \$160,000

Total Contract Authorization after this amendment: \$285,000

Funding Source: General Operating Budget

Fiscal Impact: Funds are included in the FY 2014-15 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Customized Janitorial, to provide janitorial services in FY 2014-15 as described above and in the Deputy Executive Director's July 2, 2014 memorandum, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$125,000 for such contract amendment.

Admin. Committee: _____
Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014