



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: August 24, 2022

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: John Thomas, Assistant Administrative Services Director

Subject: City Wide Custodial Services – Termination of Current Agreement, Award a Temporary Agreement, and Authorize Solicitation of Bids

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### **BACKGROUND**

On May 26, 2021, the City Council and Camarillo Sanitary District (“CSD”) awarded a three-year custodial service agreement beginning July 1, 2021 through June 30, 2024, to Omni Enterprise Inc. (Omni) in the amount of \$670,560. The facilities included City Hall, Corporation Yard, Camarillo Public Library, Camarillo Ranch House, and the Sanitary Plant. Subsequently, the Agreement was expanded under two separate amendments to include additional City facilities and services, bringing the total amended agreement amount to \$888,394.

### **DISCUSSION**

Over the past three months Omni has failed to provide adequate supervision, service, equipment, and supplies to perform the duties detailed in Bid Specification AS-2020-14. Staff has met with Omni several times, but the lack of supervision and unsatisfactory service has not improved.

Section 4 - Term and Termination of the service agreement states the City may terminate the agreement, with or without cause, at any time by written notice of termination to contractor. Staff recommends terminating the agreement with Omni effective Monday, September 5, 2022, and enter into a temporary, not to exceed six-month agreement with the second lowest bidder for Bid Specification AS-2020-14, Coastal Building Services, effective Tuesday, September 6, 2022.

## Custodial Services Agreement

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Coastal Building Services was the incumbent at the time of the bidding process for Bid Specification AS-2020-14 and provided satisfactory service during their previous custodial service agreement with the City.

| <b>Coastal Building Services<br/>6-month breakdown</b>   | <b>6 Month<br/>Subtotal</b> | <b>Special Quarterly<br/>Services performed<br/>twice in the<br/>6-month period</b> | <b>TOTAL Cost for<br/>6 Months</b> |
|--|-----------------------------|---|------------------------------------|
| <b>City Hall</b>   | \$ 27,864.00                | \$ 3,478.00   | \$ <b>31,342.00</b>                |
| <b>Corp Yard</b>   | \$ 9,828.00                 | \$ 1,218.00   | \$ <b>11,046.00</b>                |
| <b>Library</b>   | \$ 69,702.00                | \$ 1,690.00   | \$ <b>71,392.00</b>                |
| <b>Ranch House</b>   | \$ 20,664.00                | \$ 1,780.00   | \$ <b>22,444.00</b>                |
| <b>Old Courthouse</b>  | \$ 1,494.00                 | NA  | \$ <b>1,494.00</b>                 |
| <b>WWTP (Sani)</b>   | \$ 11,400.00                | \$ 558.00   | \$ <b>11,958.00</b>                |
| <b>COVID cleaning at:</b><br>-City Hall<br>-Corp Yard<br>-WWTP (Sani)<br>*Can be stopped any time. | \$ 18,414.00                | NA  | \$ <b>18,414.00</b>                |
| <b>Total 6 Month Cost</b>  |                             |   | \$ <b>168,090.00</b>               |

Staff is also requesting authorization to solicit for a new five-year custodial services agreement. The not to exceed six-month agreement with Coastal Building Services will allow time for the bidding process.

### **FISCAL IMPACT**

Funds for Fiscal Year 2022/23 are budgeted accordingly in the various facilities Custodial Account Numbers: City Hall: 550-5750-457.35-95; Corp Yard: 551-5751-457.35-95; Library: 553-5753-457.35-95; Ranch House: 815-4001-449.35-95, Water Reclamation Plant: 871-3740-437.35-95 and Old Courthouse: 101-4510-443.35-95.

### **RECOMMENDATION**

1. Terminate agreement CC 2021-120 and CSD 2021-67 with Omni Enterprise Inc.; and
2. Award a temporary, not to exceed six-month custodial service agreement to Coastal Building Services, CC Agreement 2022-176, in the amount of \$168,090 and authorize a 5% contingency for CC Agreement 2022-176, in the amount of \$8,404.50; and
3. Authorize staff to solicit bids for a new, five-year custodial services agreement.

### **ATTACHMENTS**

1. Temporary Custodial Agreement 2022-176

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None