



**June 12, 2017**

**To:** Members of the Board of Directors

**From:** Darrell Johnson, Chief Executive Officer

**Subject:** Approval to Release Request for Proposals for Janitorial Services

**Overview**

The Orange County Transportation Authority has developed a request for proposals for janitorial services at five bus maintenance and operations bases, six transportation centers, and one park-and-ride facility throughout Orange County.

**Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1723 to provide janitorial services.
- B. Approve the release of Request for Proposals 7-1723 for janitorial services.

**Discussion**

Janitorial services are currently provided at five Orange County Transportation Authority (OCTA)-owned bus maintenance and operations bases, six transportation centers, and one park-and-ride facility throughout Orange County. These facilities require janitorial services on a daily, weekly, monthly, and quarterly basis. OCTA requires the vendor to furnish a qualified labor force sufficient to complete all specified requirements in the prescribed time, and to furnish all cleaning materials and equipment to perform these services. OCTA provides all paper products.

Staff requires a new contract to provide janitorial services on a daily, weekly, monthly, and quarterly basis at the five bus maintenance and operations bases, and six transportation centers, and one park-and-ride facility.

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***Procurement Approach***

OCTA's Board of Directors (Board)-approved procurement policies and procedures require that the Board approve all request for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weights, which will be used to evaluate the proposals received in response to the RFP.

The proposed evaluation criteria and weights are as follows:

- Qualifications of the Firm and Staffing 40 percent
- Work Plan 20 percent
- Cost and Price 40 percent

Given the nature of the services and types of skills required, staff chose to combine the qualifications of the firm and staffing into one criterion. A higher level of importance has been assigned to the qualifications of the firm and staffing to emphasize the importance of the proposing firms and their team's related project experience with a proven history in successfully completing similar projects efficiently. The cost and price element is also a critical requirement for firms to demonstrate competitiveness in pricing to carry out the required services. The work plan is weighted at 20 percent and must address every aspect of the requirements specified in the scope of work, demonstrate the knowledge and understanding of the requested services, and clearly describe the quality control measures that will be taken to maintain a high level of service standards.

The contract for this procurement will be a three-year initial term with one, two-year option term. The total budget for the initial term of this project is anticipated to be approximately \$3,384,000.

This RFP will be released upon Board approval of these recommendations.

**Fiscal Impact**

The project is included in the proposed OCTA Fiscal Year 2017-18 Budget, Transit Division, Maintenance Department, Account 2166-7615-D3107-2WR, which is funded with Federal Transit Administration Formula 5307 Preventive Maintenance.

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***Summary***

Board approval is requested to release RFP 7-1723 for janitorial services, as well as approval of the proposed evaluation criteria and weights.

***Attachment***

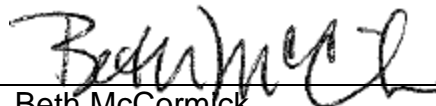
- A. Draft Request for Proposals (RFP) 7-1723 Janitorial Services

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