



**September 10, 2020**

**To:** Transit Committee

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

**Subject:** Amendment to Agreement for Janitorial Services

### **Overview**

On September 25, 2017, the Board of Directors approved an agreement with Gamboa Services, Inc., doing business as Corporate Image Maintenance, to provide janitorial services for a three-year initial term with one, two-year option term. The initial term expires October 31, 2020. Staff is requesting Board of Directors' approval to exercise the two-year option term.

### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-7-1723, between the Orange County Transportation Authority and Gamboa Services, Inc., doing business as Corporate Image Maintenance, in the amount of \$2,485,575, to exercise the option term of the agreement from November 1, 2020 through October 31, 2022, for continued janitorial services. This will increase the maximum obligation of the agreement to a total contract value of \$5,787,111.

### **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 the paper products necessary for these services.

Services performed include the cleaning of offices, restrooms, locker rooms, and break areas in the operations and maintenance buildings, bus yards, and maintenance shop areas. The scope of work also provides for monthly pressure

washing service, with the capture of all fluids, and quarterly window cleaning. Additionally, the contractor ensures that the transit centers and the park-and-ride facility are free from trash and debris. The contractor is responsible for the cleanliness of more than 400,000 square feet of OCTA-owned bus bases, 1,518 parking stalls for buses and cars, 75 maintenance bays, and 66 multi-stall restrooms.

***Procurement Approach***

The original procurement was handled in accordance with OCTA's Board of Directors (Board)-approved policies and procedures for professional and technical services. On September 25, 2017, the Board approved award of the agreement with Gamboa Services, Inc., doing business as (dba) Corporate Image Maintenance, for a three-year initial term with one, two-year option term, from November 1, 2017 through October 31, 2020, in the amount of \$3,243,840. The original agreement was awarded on a competitive basis and has been previously amended as described in Attachment A.

The proposed Amendment No. 3 is to exercise the two-year option term of the agreement through October 31, 2022, at the same rates as negotiated in the original agreement. Amending this agreement will increase the maximum cumulative payment obligation by \$2,485,575, bringing the total contract value to \$5,787,111, which will allow for continued janitorial services.

***Fiscal Impact***

The project was approved in OCTA's Fiscal Year 2020-21 Budget, Operations Division, Maintenance Department, Account 2166-7615-D3107-2WR and is funded through the Local Transportation Fund.

***Summary***

Based on the information provided, staff recommends the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-7-1723 with Gamboa Services, Inc., dba Corporate Image Maintenance, in the amount of \$2,485,575, to exercise the two-year option term of the agreement from November 1, 2020 through October 31, 2022, for janitorial services. This will increase the maximum obligation of the agreement to a total contract value of \$5,787,111.

***Attachment***

- A. Gamboa Services, Inc., doing business as Corporate Image Maintenance, Agreement No. C-7-1723 Fact Sheet

**Prepared by:**

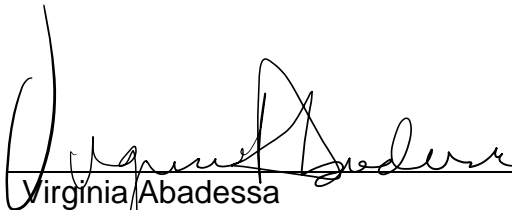


Dayle Withers  
Department Manager, Maintenance  
714-560-5338

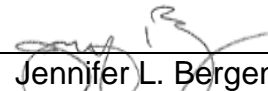
**Approved by:**



Cliff Thorne  
Director, Maintenance and Motorist  
Services  
714-560-5975



Virginia Abadessa  
Director, Contracts Administration  
and Materials Management  
714-560-5623



Jennifer L. Bergener  
Chief Executive Officer, Operations/  
Deputy Chief Executive Officer  
714-560-5462