



Contra  
Costa  
County

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: December 10, 2019

Subject: APPROVE CONTRACT WITH UNIVERSAL BUILDING SERVICES TO PROVIDE JANITORIAL SERVICES AT HACCC'S ADMINISTRATIVE OFFICES AND ASSOCIATED COMMON AREAS

---

## **RECOMMENDATIONS**

APPROVE and AUTHORIZE the HACCC Executive Director, or his designee, to execute a contract with Universal Building Services in an amount not to exceed \$60,769 to perform janitorial cleaning services for the Housing Authority of the County of Contra Costa (HACCC) offices and the associated common areas located within the cities of Brentwood, Oakley, Antioch, San Pablo, and Rodeo for the initial period of November 4, 2019 through November 3, 2020 and two optional 2-year contract renewal terms.

## **BACKGROUND**

HACCC has 12 office locations within a 45-mile radius scattered throughout Contra Costa County. Staff attempted to solicit bids for janitorial services at all 12 sites on three occasions but received only one bid each time. Staff rejected the bids and decided to make the solicitation more appealing by apportioning the invitation to bid. Four new invitations to bid were issued, that grouped the offices by location.

As a result, HACCC received multiple bids. The two lowest responsive and responsible bidders are as follows:

1. S&K Janitorial – Will provide all of the required janitorial services and supplies to six

---

Action of Board On: **12/10/2019**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: John Gioia,  
Commissioner

Candace Andersen,  
Commissioner

Diane Burgis,  
Commissioner

Karen Mitchoff,  
Commissioner

Federal D. Glover,  
Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 10, 2019

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

HACCC offices located in Martinez, Pittsburg, and Bay Point at an annual cost of \$63,648.00.

## BACKGROUND (CONT'D)

2. Universal Building Services – Will provide all of the required janitorial services and supplies to six HACCC offices located in Brentwood, Oakley, Antioch, San Pablo, and Rodeo at an annual cost of \$60,768.96.

The contract with Universal Building Services will have an initial 1-year term with two optional 2-year renewal terms. The total annual cost for HACCC's janitorial services is \$60,768.96. If all options are exercised, the cost for a 5-year period will be \$303,844.80.

## FISCAL IMPACT

Funding for these services is provided through HACCC's annual operating budget from the United States Department of Housing and Urban Development. Funding for these services is provided for in HACCC's current budget.

## CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to S&K Janitorial, Inc., HACCC will need to expend additional staff time and resources to rebid the janitorial services again. There would be a possibility of HACCC having to turn to another more expensive option to maintain janitorial services at the Housing Authority's offices and common areas.

## CLERK'S ADDENDUM