

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 13, 2016**

ITEM TITLE:

Consider Approval of a Contracted Services Agreement with Quality Pro Maintenance LLC for Districtwide Janitorial and Maintenance Services.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested of a Contracted Services Agreement with Quality Pro Maintenance LLC for Districtwide Janitorial and Maintenance Services, in the amount not-to-exceed \$44,444.

ITEM SUMMARY:

The contractor will provide district-wide general building services including janitorial, pressure washing, deep cleaning, buffing/waxing et al in all facilities, roadways, arteries, breezeway, building exteriors and interiors on an-as-needed basis.

The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

30 Day Maintenance Fund

BACKGROUND/ANALYSIS:

The administration is utilizing and implementing facility maintenance "Force Account" as required under the Public Contract Code Section 20655 for projects without formal bidding as necessary.

DELIVERABLES AND SCOPE OF WORK:

The scope of work is outlined under the Item Summary.

ANTICIPATED COMPLETION DATE:

The contract term expires June 30, 2017.

ALTERNATIVES/OPTIONS

None

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the approval of this contract to the contractor to complete maintenance and operations projects.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO _____

COMMENTS: None

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? Vice Chancellor Ikharo

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Dr. Sadiq B. Ikharo*
Vice Chancellor of General Services

Date: August 31, 2016

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Dr. Sadiq B. Ikharo*
Vice Chancellor of General Services

Date: August 31, 2016

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: *Ron Little*
Ron Little, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: *Nitasha Sawhney*
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on
Agenda

Signature: *Jowel C. Laguerre*
Dr. Jowel C. Laguerre, Chancellor



SERVICES QUOTE



**TO PERALTA COMMUNITY
COLLEGE DISTRICT**

**FOR: COLLEGE OF ALAMEDA
WINDOW WASHING OF C AND D BUILDINGS**





Seamlessly Clean...Seamlessly Green!

PRICING QUOTE

CLIENT: Peralta Community College District
BILLING ADDRESS: 333 East 8th Street, Oakland, CA 94606
CLEANING ADDRESS: College of Alameda,
 555 Ralph Apezato Memorial Parkway, Alameda, CA 94501
AGREEMENT TERM: August 2016

SERVICES	FREQUENCY	BILLING AMOUNT
Window Washing of 158 Windows at College of Alameda, inside and out, Of the rear of the C and D buildings. Includes cleaning of all window seals, ledges, frames and cleaning of cobwebs and bird droppings around windows outside. Includes pressure washing and manual cleaning of the windows inside and out.	August 2016	\$ 4,542.00

****Price Includes all Labor, Equipment and Chemicals****

Payment Due Immediately Upon Completion. Additional 20% charge applies to all invoices that are not paid within 10 days of completion.

Date: August _____, 2016

 Peralta Community College District, Client

By: _____
 (Print Name)

Date: August _____, 2016

 Linnea N. Willis, Quality Pro Maintenance, LLC



SERVICES QUOTE



**TO PERALTA COMMUNITY
COLLEGE DISTRICT**

**FOR: LANEY COLLEGE
LIBRARY**





Seamlessly Clean...Seamlessly Green!

PRICING QUOTE

CLIENT: Peralta Community College District
BILLING ADDRESS: 333 East 8th Street, Oakland, CA 94606
CLEANING ADDRESS: Laney College, 900 Fallon Street Oakland, CA 94607
 Biology and Chemistry Labs, Cosmology and Child Care
AGREEMENT TERM: August 2016

SERVICES	FREQUENCY	BILLING AMOUNT
Carpet Cleaning of Laney Library – approximately 31,153 square feet	August 2016	\$ 5,846.00*
Dusting of the Blue Vents in the Laney Library	August 2016	\$ 875.00*

All Prices Based on Being Awarded All Jobs Stated Above and Not Individual Jobs
Individual Pricing to be Determined Upon Request
****Price Includes all Labor, Equipment and Chemicals****

Payment Due Immediately Upon Completion. Additional 20% charge applies to all invoices that are not paid within 10 days of completion.

Date: August _____, 2016

 Peralta Community College District, Client

By: _____
 (Print Name)

Date: August _____, 2016

 Linnea N. Willis, Quality Pro Maintenance, LLC



SERVICES PROPOSAL



**TO PERALTA COMMUNITY
COLLEGE DISTRICT**

**FOR: LANEY COLLEGE
CHEMISTRY LABS, BIOLOGY LABS,
COSMOLOGY AND CHILDCARE CENTERS**





Seamlessly Clean...Seamlessly Green!

Who We Are

Quality Pro Maintenance, LLC is a regional service provider of high quality contract janitorial services for businesses and organizations located throughout Northern California. The founders and staff n of Quality Pro Maintenance, LLC have spent over two decades developing innovative approaches to thoroughly disinfecting focused areas and to the removal of hazardous waste, all while effectively meeting all industry safety requirements. We guarantee a professional cleaning experience to all of our customers.

Our Promise to You

Quality

Professional cleaning services is only the beginning of what we do at Quality Pro Maintenance, LLC. Our technicians also provide wear and tear maintenance, infestation examinations, water quality checks and regular safety checks during the course of their work, to provide our customers with the added benefit of an extra set of eyes on the things that matter most. We use proven techniques and technology to reduce the spread of viruses by consistently improving our cleaning solutions based on data feedback from the Center for Disease Control and Prevention's recommendations for viruses and bacteria that may negatively impact our customers' environment. We hold ourselves to the highest industry standards of cleanliness and consistently surpass industry safety requirements in order to deliver peace of mind and the highest quality janitorial and maintenance services to our customers.

Environment

While buildings can be renovated and rebuilt, we understand that we only get one environment and its quality determines our personal quality of life. That is why we seek to minimize our impact on the environment by minimizing waste levels throughout our company. Our employees are trained to do more with less and efficiently manage chemical usage and materials. We are committed to providing effective cleaning solutions. Quality Pro maintenance is a Green, certified environmentally friendly company that always puts its customers first by keeping the environment first.



Seamlessly Clean...Seamlessly Green!

Our Employees

The Quality Pro Maintenance Technical Team is a diverse group of motivated personnel who have been trained to perform quality professional cleaning services and provide excellent customer service. Our technicians are supervised on sight by a well-trained, Quality Pro Leader. Performance is measured by statistical tracking technology to ensure quality service.

We appreciate all those who have served to protect and maintain our livelihood here in the United States of America. Our veterans are the most valuable citizens we have, and to show our appreciation for their leadership abroad, we offer them positions in leadership throughout our company. As of 2016, we have welcomed over 60 veterans to our team. We have committed ourselves to providing our heroes an opportunity to make an honest living while guaranteeing fair pay, professional growth and continued leadership opportunities as we continue to grow.

Quality is our passion, that passion is implemented in all that we do for our customers from the way we greet you to the way we change out trash liners.

<u>Summary of Services Offered:</u>	<u>Example Commercial Spaces</u>
Touch Up Painting Washing Dusting High Hot Water Pressure Washing Window Cleaning Trash Bin Sanitation Management Upholstery Services Flooring Installation Tile and Grout Cleaning Pressure Washing Carpet Care Hard Floor Stripping & Waxing Rug Shampooing Construction Site Cleaning	College Industrial Spaces Gym Facilities Daycares Hospitals Physical Therapy Centers Dental Offices Restrooms Offices Entrances Sidewalks/Parking Lots/Exterior Areas Lobbies Shop Floors Break Rooms



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**DEEP CLEANING OF CHEMISTRY AND BIOLOGY
CLASSROOMS/LABS/SINKS:**

- **Rooms Included: 3 Chemistry Labs and 5 Biology Labs**
- **Deep cleaning of class rooms/ labs/ sinks:**
 - **Cleaning counter tops**
 - **Desks, desk legs**
 - **Chairs, chair legs**
 - **Window seals**
 - **Windows**
 - **Shelving**
 - **Cabinets inside and out**
 - **Tops of all surfaces**
 - **Baseboards**
 - **Doors, door jams**
 - **Corners**
 - **Cobwebs**
 - **Equipment**
 - **Polish all stainless steel appliances and equipment**
 - **Vents**
 - **Detailed high and low dusting**
 - **Light switches**
 - **Sweeping, vacuuming and detailed mopping of all flooring**
 - **Moving of all movable furniture and equipment to properly clean floors**
 - **Deep cleaning of all sinks**

DEEP CLEANING TOTAL: \$2,981.30

(Includes all Labor, Equipment and Chemicals)



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CLEANING OF 164 WINDOWS IN THE BIOLOGY AND CHEMISTRY LABS

- Rooms Included: 3 Chemistry Labs and 5 Biology Labs
- Cleaning of 164 windows, inside and out
- Includes cleaning of all window seals, ledges and frames
- Includes cleaning of cobwebs and bird droppings around windows outside.
- Includes pressure washing and manual cleaning of the windows inside and out.

WINDOW WASHING TOTAL: \$3,444.00

(Includes all Labor, Equipment and Chemicals)



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COSMOLOGY CENTER

- Deep cleaning of the Cosmology Center
- Detailed deep cleaning of sinks, countertops, floors, window seals, windows, office area, entry way, restrooms (2), mirrors, walls, etc.
- Strip and wax of Cosmology Center flooring areas
- Equipment used will be
 - (2) square scrubbers
 - (1) low speed scrubber
 - (1) wet dry vac
 - (4) mop buckets
 - (2) scrappers and hand scrubbers for corners and edges
 - (2) wax application buckets
 - (2) high speed burnishers

DEEP CLEANING TOTAL:	\$1,789.78
STRIP AND WAX COSMOLOGY TOTAL COST:	\$3,892.98

(Includes all Labor, Equipment and Chemicals)



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LANEY CHILD CARE CENTER

- **Deep carpet cleaning of the Child Care Center**
 - **Spot removal, agitation of all spots, sanitization of carpet**
 - **Extraction, fiber rinse, dry shampoo**
- **Deep cleaning of the Red Brick throughout**
 - **Deep cleaning, sanitization and disinfection of red bricks**
 - **Scrubbing of grout and red bricks**
 - **Sealing of all grout * to protect against re-soiling**
- **Deep cleaning and of Tile and grout of walls**
- **Strip and wax of the Child Care Center**
 - **Scrubbing, deep cleaning of floors, waxing,**
 - **Removing wax build up in corners, around door jams and entry ways**
 - **Detailed cleaning of baseboards**

CARPET CLEANING COST:	\$869.95
DEEP CLEANING OF RED BRICK:	\$3,438.98
DEEP CLEANING OF TILE AND GROUT:	\$625.00
STRIP AND WAX CHILD CARE CENTER COST:	\$1,489.98

(Includes all Labor, Equipment and Chemicals)



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PRICING QUOTE

CLIENT: Peralta Community College District
BILLING ADDRESS: 333 East 8th Street, Oakland, CA 94606
CLEANING ADDRESS: Laney College, 900 Fallon Street Oakland, CA 94607
 Biology and Chemistry Labs, Cosmology and Child Care
AGREEMENT TERM: August 2016

SERVICES	FREQUENCY	BILLING AMOUNT
Deep Cleaning of Chemistry and Biology Classrooms, Labs and Sinks	August 2016	\$ 2,981.30*
Cleaning of 164 Windows in Biology and Chemistry Labs	August 2016	\$ 3,444.00*
Cosmology Center Deep Cleaning	August 2016	\$ 1,789.78*
Cosmology Center Strip and Wax	August 2016	\$ 3,892.98*
Carpet Cleaning of Child Care Center	August 2016	\$ 869.95*
Deep Cleaning of Red Brick in Child Care Center	August 2016	\$ 3,438.98*
Deep Cleaning of Tile and Grout in Child Care Center	August 2016	\$ 625.00*
Strip and Wax of Child Care Center	August 2016	\$ 1,489.98*

All Prices Based on Being Awarded All Jobs Stated Above and Not Individual Jobs

Individual Pricing to be Determined Upon Request
****Price Includes all Labor, Equipment and Chemicals****

Payment Due Immediately Upon Completion. Additional 20% charge applies to all invoices that are not paid within 10 days of completion.

Date: August _____, 2016

Peralta Community College District, Client

By: _____
(Print Name)

Date: August _____, 2016

Linnea N. Willis, Quality Pro Maintenance, LLC



SERVICES PROPOSAL



**TO PERALTA COMMUNITY
COLLEGE DISTRICT**

**FOR: MERRITT COLLEGE
BARBARA LEE CENTER FOR
SCIENCE AND ALLIED HEALTH**





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Who We Are

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DEEP CLEANING OF CLASSROOMS/LABS/SINKS:

- Rooms Included: S344, S346, S348, S356, S315, S308, S303, S304, S202, S208, S210, S120, S117, S118, S403, S404, S417, S419, S421, S444 (chemistry lab deep clean + strip and wax) S446, S452, S454, S449
- Deep cleaning of class rooms/ labs/ sinks:
 - Cleaning counter tops
 - Desks, desk legs
 - Chairs, chair legs
 - Window seals
 - Windows
 - Shelving
 - Cabinets inside and out
 - Tops of all surfaces
 - Baseboards
 - Doors, door jams
 - Corners
 - Cobwebs
 - Equipment
 - Polish all stainless steel appliances and equipment
 - Vents
 - Detailed high and low dusting
 - Light switches
 - Sweeping, vacuuming and detailed mopping of all flooring
 - Moving of all movable furniture and equipment to properly clean floors
 - Deep cleaning of 54 sinks
 - Chemistry lab S444 Deep Clean and Strip and Wax

Note: X ray equipment in S315 will not be touched

DEEP CLEANING TOTAL: \$5,250.00

CHEMISTRY LAB S444 STRIP AND WAX TOTAL: \$ 489.00

(Includes all Labor, Equipment and Chemicals)



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PRICING QUOTE

CLIENT: Peralta Community College District
BILLING ADDRESS: 333 East 8th Street, Oakland, CA 94606
CLEANING ADDRESS: Merritt College, 12500 Campus Drive, Oakland, CA 94609
 Barbara Lee Center for Health and Applied Sciences
AGREEMENT TERM: July and August 2016

SERVICES	FREQUENCY	BILLING AMOUNT
Deep Cleaning of Classrooms, Labs and Sinks: S344, S346, S348, S356, S315, S308, S303, S304, S202, S208, S210, S120, S117, S118, S403, S404, S417, S419, S421, S444, S446, S452, S454, S449	July/August 2016	\$ 5,250.00
Chemistry Lab S444 Strip and Wax	July/August 2016	\$ 489.00
Strip and Wax: 4 common area hallways: 1st floor 2nd floor 3rd floor and 4th floor, including 33 stairs. All corners edges, elevators, elevator tracks (2) elevators	July/August 2016	\$ 8,910.00

****Price Includes all Labor, Equipment and Chemicals****

Date: July _____, 2016

 Peralta Community College District, Client

By: _____
 (Print Name)

Date: July _____, 2016

 Linnea N. Willis, Quality Pro Maintenance, LLC