

## **EWEB Board Consent Calendar Request**

*For Contract Awards and Renewals*

The Board is being asked to authorize the General Manager to approve a new contract with Garten Services, Inc. for janitorial services after final authorization is obtained from the state of Oregon.

Board Meeting Date: 8/6/2019

Project Name/Contract #: Janitorial Services for HQ, ROC, Hayden Bridge/ RFP #19-051-S

Primary Contact: Rod Price Ext. 7122

### **Contract Amount:**

Original Contract Amount: \$2,200,000 over 5 years

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$2,200,000 over 5 years

**Resulting Cumulative Total:** \$2,200,000 over 5 years

### **Contracting Method:**

Method of Solicitation: Request for Proposals

If applicable, basis for exemption: N/A

Term of Agreement: **5 Years**

Option to Renew? No

Approval for purchases "as needed" for the life of the Contract Yes  No

Proposals/Bids Received (Range): 2 responses (Pricing excluded for Qualified Rehabilitation Facility selection process)

Selection Basis: **Highest scoring, responsive and responsible proposal**

### **Narrative:**

#### Operational Requirement and Alignment with Strategic Plan

EWEB has a need for janitorial services at its EWEB Headquarters, Roosevelt Operations Center, and Hayden Bridge facilities, which includes provision of consumable products (i.e. paper towels, toilet paper, etc.). This contract, if approved, will be with a Qualified Rehabilitation Facility (QRF) in accordance with Oregon statutory law. The Oregon Department of Administrative Services (DAS) has reviewed this contract and has approved the proposed pricing for the services.

#### Contracted Goods or Services

If approved, Garten Services Inc. will provide janitorial services and consumable products at HQ, ROC and Hayden Bridge.

#### Prior Contract Activities

None

#### Purchasing Process

A formal RFP was issued June 5, 2019 and closed July 1, 2019. The solicitation was open only to companies certified under the state of Oregon's Qualified Rehabilitation Facility program, managed by the Department of Administrative

Services (DAS) and intended to encourage and assist individuals with disabilities to achieve maximum personal independence through productive and gainful employment. Two proposals were received. After review, the evaluation committee determined Garten Services, Inc. to be the highest ranked offeror based on evaluation criteria that included firm experience, key staff experience, references, and value engineering proclivity. Oregon's QRF program requires that the evaluation criteria cannot include pricing. A finalist is selected based solely on qualifications. At that point, the finalist's submitted pricing is evaluated and approved by the Department of Administrative Services, state of Oregon.

During the solicitation process, Garten Services demonstrated the strongest knowledge of the janitorial industry and scored highest in managing staff and resources.

Bidder/Proposer Information

Gartner Services, Inc.  
Willamette Valley Rehabilitation Center, Inc.

Bidder/Proposer Location

Eugene, OR  
Lebanon, OR

**ACTION REQUESTED:**

Management requests the Board authorize the General Manager to approve a new contract with Garten Services, Inc. for janitorial services after final authorization is obtained from the state of Oregon. Approximately \$475,000 is budgeted for these services in the Electric Division 2019 budget of \$22.7 million for services provided at the Headquarters and Roosevelt Operations buildings. Approximately \$40,000 was planned for these services in the Water Division 2019 budget of \$14.3 million for the Hayden Bridge buildings.