LIBRARY

Alameda County Library
2450 Stevenson Blvd., Fremont, CA 94538
aclibrary.org | 510-745-1500

AGENDA #____, July 8, 2025

June 16, 2025

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: AWARD A CONTRACT TO GREEN SOURCE JANITORIAL CLEANING SERVICES FOR MOBILE LIBRARY UNITS; MASTER CONTRACT NO. 902616; PROCUREMENT CONTRACT NO. 28914; AMOUNT: $76,802

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent, or her designee, to execute a contract (Master Contract No. 902616; Procurement Contract No. 28914) with Green Source Janitorial (Principal: Daniel Petrosian; Location: Palo Alto) to provide cleaning services for the Alameda County Library mobile library units, for the term of 8/1/25 – 7/31/27, in the amount of $76,802.

DISCUSSION/SUMMARY:

The Alameda County Library operates two mobile library units that provide public services across various locations. To ensure a safe, clean, and sanitary environment for both the public and library staff, it is essential to establish a consistent and thorough cleaning schedule. Proper maintenance of these mobile units not only enhances their longevity but also ensures compliance with health and safety standards. The Contractor will establish a scheduled cleaning service that will support the continued operation and usability of the mobile library units, ensuring they remain in optimal condition for public service delivery.

SELECTION CRITERIA/PROCESS:

The Alameda County Library has determined that Alameda County does not currently have the resources to provide cleaning services for mobile library units.

The Alameda County Library worked with General Services Agency (GSA)–Procurement to develop an Informal Request for Quotation (IRFQ), which was issued on April 4, 2025, posted on the County and GSA LinkedIn websites for 24 days, sent to the E-Gov Goods and Services – Current Contract Opportunities mailing service, and emailed to the Chambers of Commerce e-mail group. The IRFQ was also advertised in the Inter-City Express on April 10, 2025, and the San Francisco Daily Journal on April 10, 2025. A vendor outreach was conducted on April 9, 2025.

On April 28, 2025, six bidders submitted responses to the IRFQ. Three bidders were disqualified for submitting incomplete bid responses. The lowest cost response was evaluated by the Alameda County

Library based on lowest pricing and meeting the County's requirements for cleaning services for mobile library units.

Green Source Janitorial was the lowest cost, responsive, and responsible vendor and is being recommended for award.

The Small Local Emerging Business (SLEB) program was required on this IRFQ; however, there were no subcontracting opportunities available due to the nature of the services. The Office of Acquisition Policy has issued SLEB Waiver No. 10250 (Expiring: 7/31/2027).

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	***Location***	***SLEB***	***Bid Price***
Green Source Janitorial	*Palo Alto, CA*	*N*	*$76,802*
Millennium Creative Cleaning	*San Francisco, CA*	*N*	*$88,400*
Kept Companies Inc.	*Fairfield, NJ*	*N*	*$117,000*

FINANCING:

Appropriations for this contract are included in the Alameda County Library's Fiscal Year 2025-26 Approved Budget and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

VISION 2036 GOAL:

Cleaning services for mobile library units meet the 10X goal pathway of an **Accessible & Integrated Infrastructure** in support of our shared vision of **Safe & Livable Communities**.

Respectfully submitted,

DocuSigned by:
Deb Sica
95F561D21444464...
Deb Sica
County Librarian, Alameda County Library

Signed by:
Kimberly Gasaway
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Kimberly Gasaway
Director, General Services Agency

Attachment

<KG\NP\as\I:\Board Letters\Purchasing\FY 2025-26\902616 Mob Lib Cleaning Svc – BL_BN

cc: County Administrator
Auditor-Controller
County Counsel

OFFICE OF AQUISITION POLICY (OAP)

27167

REQUEST FOR AUTHORIZATION TO WAIVE SLEB PROGRAM REQUIREMENTS

For Federal grant funds:

Procurements using Federal grant funds which prohibit geographical preferences require the Federal Grant Funds SLEB Waiver Request form to be completed and submitted for approval to the Auditor-Controller Office of Contract Compliance & Reporting (OCCR) prior to soliciting bids/proposals and awarding contracts. For further information contact OCCR at ACSLEBcompliance@acgov.org.

For ALL Requests over $3,000 and for Non-Federal SLEB waivers:

Requests must be completed and submitted online. The automated SLEB waiver requests can be found under the "For Work" section.
See "Online SLEB Waiver Request". Complete #1-#9 below, complete #10 if over $100,000 (First Source applies).
Attach supporting documentation including 2 quotes or approved Sole Source/Piggybacks (must have both the Questionnaire and Finding Memo).

For questions, or if you are unable to access/log in to the automated system, you can contact OAP at gsa-oapslebwaivers@acgov.org.

SLEB Waivers:

Procurement Policy and Procedures Overview (https://alcoweb.acgov.org/gsaapps/slebwaiver/ppp.htm)

PO Checklist (https://alcoweb.acgov.org/gsaapps/slebwaiver/po.htm)

SLEB Waiver Numbers will be issued as required to enter a Procurement Contract in ALCOLINK. Processed SLEB waivers will receive an automated email from OAP.

NOTE: All questions require a complete response. Enter "N/A" or "None", etc., as applicable. Do not leave blank lines.

1. Please check appropriate box and complete department/contact information below.

[ ] Requesting Department [X] GSA Procurement managing the competitive process

Department	GSA - Purchasing	Primary	Ning Peng	Email	ning.peng2@acgov.org	Telephone	(510)208-9636
(Optional		Secondary		Email		Telephone	
GSA Procurement/Auditor:		Contact Name:	GSA-Buyer	Email	GSA-Buyer@acgov.org	Telephone	(510)208-9600

2. Recommended Vendor Green Source Janitorial PO#: N/A **REQ#:** N/A

Country United States

Street 2625 Middlefield Rd. #664 **City** Palo Alto **State:** CA **Zip:** 94306

3. Procurement Type (check all appropriate boxes below):

[X] New Contract [ ] Renewal [ ] Contract Amendment-Term [ ] Contract Amendment- [ ] Othe

4 Total PO/Contract Value (including increase, $76,802.00 **; Increase Value (if** $0.00

5. Goods/Services Procurement Description:

Cleaning Services for Mobile Library Units.

6. Brief explanation of why goods/services are

Alameda County Library has two (2) mobile library units for public services. In order to maintain the integrity of the mobile library units, for both the public and staff, having consistent cleaning schedule of the mobile library units is required.

7. Date Goods/Services Needed: 08/01/2025

a. What are the consequences if the date goods/services needed is

If the required services are not provided, the mobile units may experience accelerated wear and tear, leading to costly repairs or premature replacement. Additionally, failure to properly maintain the units could result in non-compliance with health and safety standards, which may expose staff and users to hazardous conditions.

8. Explanation of why the non-SLEB contractor/subcontractor (in #2 above) is being recommended and, if procurement over $25,000, why they are unable to subcontract with a SLEB(s) for a minimum of 20%:

There were no subcontracting opportunities available due to the nature of the services.

9. IF APPLICABLE: New Sole Source submitted to Procurement ☐ **OR Existing Approved Exception on** ☐ **OR Not** ☒

10. Explain what attempts were made to locate a SLEB prime or, if procurement over $25,000, SLEB subcontractor(s),

☒ Copies of bids received and/or detailed statement of efforts made to contact and negotiate with certified businesses, including list of SLEBs contacted, names of individuals, addresses, phone numbers, dates contacted and bid prices attached. In the section

a. Bid proposals and Notice of Intent to Award attached.

b. N/A

c. N/A

Supporting Documents:

IRFQ 902616 Notice of Intent to Award.docx

Green Source Updated Bid Form.xlsx

mobile_unit_submittal.pdf

Proposal_GSj_mobile_service.pdf

11 If the contract is over $100,000, is the recommended vendor able to comply with the First Source

Yes: ☐ No: ☐ If No,

Expedite ☐ ***(Check this box to expedite processing)***

12. Department Certification: I certify to the accuracy of the preceding statements,

DDILLON	Detra Dillon	05/19/2025
Signature of Agency/Department Head or Designee or GSA Procurement Manager (if GSA Procurement managed the	**Print Name**	**Date**

OAP to complete below:

A. Request Approved: X **Waiver Valid Through:** 07/31/2027 **SLEB Waiver Number:** 10250

Reason:

B. Request Denied:

Reason:

C. Disregard:

Reason:

D. Other:

Reason:

DCARVALH	05/19/2025
Signed by GSA-Office of Acquisition Policy (Required)	**Date**

*Primary Requestor - Main Contact **Secondary Requestor - Backup Contact