

DATE SUBMITTED 8/29/24
 SUBMITTED BY Public Services
 DATE ACTION REQUIRED 9/18/24

COUNCIL ACTION
 PUBLIC HEARING REQUIRED
 RESOLUTION
 ORDINANCE 1ST READING
 ORDINANCE 2ND READING
 CITY CLERK'S INITIALS

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: 1. Approve award of contract to Base Hill, Inc., for Janitorial/Cleaning Services	
DEPARTMENT INVOLVED: Public Services	
BACKGROUND/SUMMARY: Please see attached documents: > Agenda item letter > Base Hill, Inc., proposal	
FISCAL IMPACT: NOT TO EXCEED Account 01-345-5241 (Bldg & Grounds - Maintenance) \$63,614.00 (Yearly + Initial Deep Clean)	FINANCE INITIALS <u>VMG</u>
STAFF RECOMMENDATION: approve request	DEPT. INITIALS <u>Ang</u>
MANAGER'S RECOMMENDATION: <u>approve</u>	CITY MANAGER'S INITIALS <u>OTM</u>
MOTION: SECONDED: APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/> AYES: DISAPPROVED <input type="checkbox"/> DEFERRED <input type="checkbox"/> NAYES: ABSENT: REFERRED TO:	



September 18, 2024

Dear Honorable Council members:

Requested Action:

Approve award of contract to Base Hill, Inc., for Janitorial/Cleaning Services

Background:

On July 18, 2024, a competitive Request for Proposal (RFP) process was issued by the City of Imperial Public Services Department (PSD). Staff released RFP #2024-07 for Janitorial / Cleaning Services. Services will be conducted at City facilities to include: City Hall, Council Chamber, Community Development, Library, Parks and Recreation, Police Department, Water Treatment Plant and Waste Water Treatment Plant offices. Potential cleaning schedule provided below (subject to changes).

Facility	Janitorial Service Days	Service Frequency
City Hall	Monday – Friday	5 times per week
Community Development	Monday, Wednesday, Friday	3 times per week
Council Chambers	Tuesday and Thursday	2 times per week
Library	Monday – Friday	5 times per week
Parks and Recreation	Monday, Wednesday, Friday	3 times per week
Police Department	Monday, Wednesday, Friday	3 times per week
Public Services Water Plant	Monday, Wednesday, Friday	3 times per week
Public Services Wastewater Plant	Monday Wednesday, Friday	3 times per week

All interested firms were to submit a proposal no later than August 9, 2024. On or before August 9, 2024, eight (8) proposals were received by qualified entities. Entities and proposal amounts are outlined below. Prices are inclusive of labor (prevailing wage), materials and equipment necessary to complete the requested services.

Agency	Agency Location	Initial Deep Clean	Monthly	Yearly	Notes
Base Hill, Inc	Santa Fe Springs, CA	\$ 9,650.00	\$ 4,497.00	\$ 53,964.00	Participated in walkthrough
Merchants Building Maintenance	San Diego, CA	\$ 6,975.00	\$ 6,807.40	\$ 81,688.80	Participated in walkthrough
Moore United Construction	Ontario, CA	\$ 2,376.95	\$ 7,947.19	\$ 95,366.28	
Service Leader	San Leandro, CA	\$ 3,443.39	\$ 8,536.88	\$ 102,442.56	

Luna's Janitor	Imperial, CA	\$ 2,600.00	\$ 9,500.00	\$ 114,000.00	Participated in walkthrough
Premier Property Preservation	West Hills, CA	\$ 8,085.50	\$ 10,188.43	\$ 122,261.16	
Z&CJS Inc.	Irvine, CA	\$ 2,425.65	\$ 13,997.05	\$ 167,964.60	
CBJ Building Maintenance / CA's Best Janitorial	Danville, CA	\$ 5,217.38	\$ 15,038.75	\$ 180,465.00	Submitted 3:24pm (deadline 3pm)

The proposals were reviewed and the recommendation of staff is to award contract for services to Base Hill, Inc. (Base Hill). Base Hill has vast experience in janitorial services and has held contracts with varying types of agencies and Cities/municipalities. They held contracts with Imperial County Court House, IID and Jurupa Community Services Districts and have Private, State/County/City and Federal clients such as DSW, DOT, Department Homeland Security. Clients such as this result in Base Hill having the knowledge and understanding of rules/regulations and confidentiality which is essential as they would be working in our Police Department as well. Additionally, Base Hill provided a competitive cost that is determined to be the best feasible option for the City.

Fiscal Impact:

Funds for requested services are budgeted within current fiscal year (FY 24-25). Anticipated annual cost is \$53,964.00 with an initial deep clean cost of \$9,650 for a combined cost of \$63,614. Funds will be expended through 01-345-5241 (Buildings and Grounds – Maintenance).

Attachments:

- Base Hill, Inc. Bid Proposal

**BID PROPOSAL
CITY OF IMPERIAL
JANITORIAL / CLEANING
SERVICES
RFP NO. 2024-07**

Presented to:

Jenell Guerrero
Assistant to City Manager
iguerrero@imperial.ca.gov
760-355-1153

Presented by:

Sunny Kim
President
sunnykim@basehill.com
213-425-3070

Base Hill, Inc.

Building Maintenance Services

16037 Valley View Avenue, Santa Fe Springs, CA 90670

BASE HILL, INC.

August 6, 2024

Jenell Guerrero
City of Imperial
420 S. Imperial Avenue
Imperial, CA 92251

Dear Jenell Guerrero,

Thank you for allowing us to present our formal bid submitted on behalf of Base Hill, Inc. in response to the City of Imperial RFP No. 2024-07.

We hereby state that no exceptions are taken to any specification requirements or contract terms and conditions of RFP No. 2024-07 and we fully understand the Scope of Services as outlined and are fully capable of performing quality work to achieve the objectives of the City. This proposal shall remain valid for a period of not less than ninety days starting from August 9, 2024. Furthermore, we hereby state all information submitted with the proposal is true and correct.

We are committed to providing our clients with the highest standards of quality of service. We strive to exceed expectations through our integrity and ethical values and commitment to client satisfaction. With over 30 years of experience in the industry we are interested and fully capable of providing quality service for your Community Center.

Please do not hesitate to contact me directly if you should have any question and/or concerns regarding the attached proposal.

In closing, I would like to thank you again for your time and consideration.

Respectfully,



Sunny Kim
President
Base Hill, Inc.
16037 Valley View Avenue
Santa Fe Springs, CA 90670
213-425-3070
sunnykim@basehill.com

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BASE HILL, INC.

Background/Experience

Profile of Firm

For over 30 years Base Hill, Inc. has been providing outstanding building and property maintenance services for private properties, commercial facilities, federal, and local governments. The properties we maintain range from large high-rise buildings to smaller private office spaces. Our highly skilled workforce services approximately 2 million square feet every year.

The company started in September 1982, by the President of Jan Point, Sunny Kim's father Mr. Hong Kim. The company was based out of Long Beach and called Kim's Building Maintenance. In the summer of 2000, Mr. Kim retired. Sunny Kim acquired his father's maintenance company and named the new company KBM-Jan Point. In the following years Sunny continued to grow the company. The company was incorporated in June 2005. Base Hill, Inc. currently is staffed with a team of 10 office staff and over 45 full and part-time cleaning crews.

Base Hill, Inc. is an SBA 8(a), Disadvantaged Business Enterprise (DBE) certified company with many years of management and operation experience, our management team and our company has continued to grow both in size and reputation. We take particular pride in our ability to exceed the highest expectations of our clients.

Mission Statement

Base Hill, Inc. is dedicated to the highest ideal of customer satisfaction by providing an outstanding service product to not only meet but exceed our client's expectation of a clean and healthy work environment.

Vision Statement

We are constantly working to establish ourselves as the most respected and sought-after cleaning company. We seek to build a partnership philosophy based on solid and trusting relationships with our clients.

BASE HILL, INC.

Values

- **Respect** - we hold our clients and employees in the highest regard. We value our employees as our most important client so they will treat each company they service as their most important customer.
- **Integrity** - the foundation and philosophy our company is built upon.
- **Responsibility** - your satisfaction is our satisfaction. We strive for openness and do what we say we will do.

Hiring Practices

Personnel background checks are performed prior to performance by any employee assigned to your city. The investment of time and resources at the point of hire eliminates potential problems down the line. Base Hill, Inc. Personnel Managers are responsible for ensuring employees are screened. Please note we adhere to the Displaced Janitor Opportunity Act, under California Labor Code, Division 2, Part 3, Chapter 4.5 Cal. Labor Code §§ 1060–1065.

Security

All Base Hill employees will abide by the city's standard for background check, All Base Hill, Inc. personnel are thoroughly screened, trained, and qualified. All personnel undergo criminal background checks and are screened for any health issues and concerns.

Training

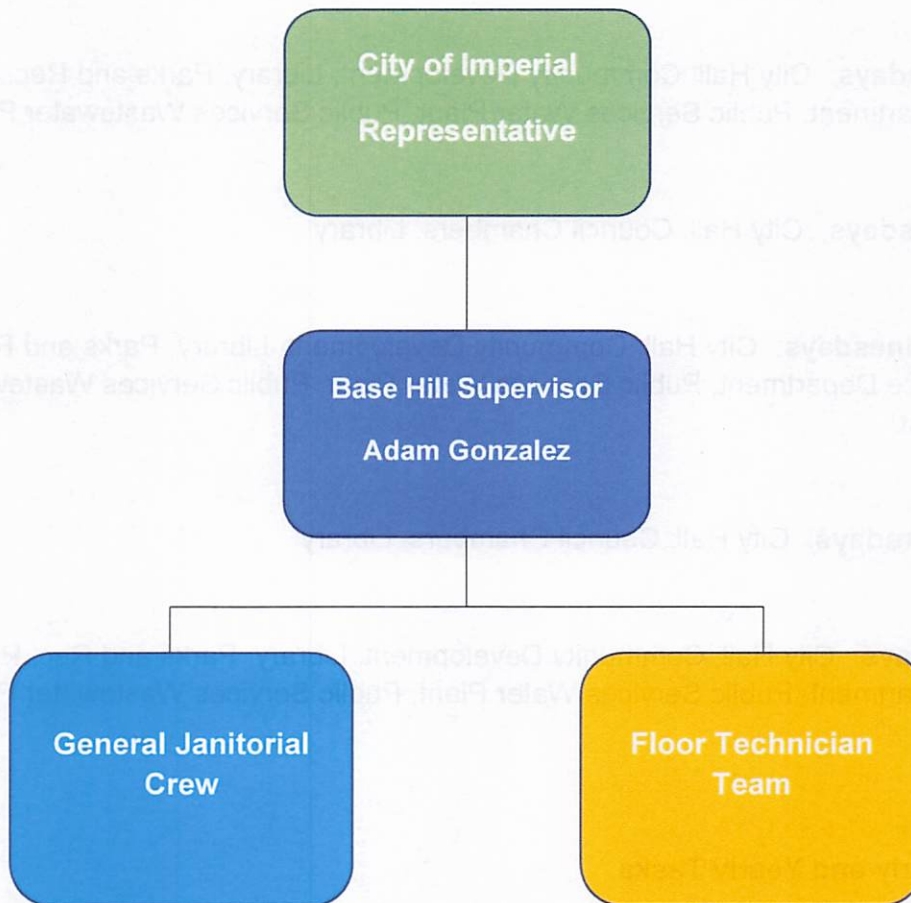
All Base Hill, Inc. personnel undergo extensive training in the use of equipment, product safety, and security measure. Employee undergo training based upon the Worker Occupational Safety and Health Training and Education Program (WOSHTEP). Under the Commission on Health and Safety and Worker's Compensation of the State of California. In addition to WOSHTEP safety standards

BASE HILL, INC.

Training covers:

- Correct use of cleaning products
- Correct use of cleaning machines
- Carpet care and cleaning
- Hard floor surfaces care and cleaning
- Toilet/bathroom cleaning
- Hygiene and infection control
- Identifying potential hazardous issues
- Dust control
- Utility conservation
- Waste management
- Use of personal protective equipment
- COVID-19 Safety Protocols

Organizational Chart



BASE HILL, INC.

Approach / Procedure

Staffing

We expect one (1) full-time custodian and one (1) part-time custodian to service this proposed contract. Both members will be cross-trained to have an inclusive training to service all locations on this contract.

Schedule

Mondays: City Hall, Community Development, Library, Parks and Rec, Police Department, Public Services Water Plant, Public Services Wastewater Plant.

Tuesdays: City Hall, Council Chambers, Library

Wednesdays: City Hall, Community Development, Library, Parks and Rec, Police Department, Public Services Water Plant, Public Services Wastewater Plant.

Thursdays: City Hall, Council Chambers, Library

Fridays: City Hall, Community Development, Library, Parks and Rec, Police Department, Public Services Water Plant, Public Services Wastewater Plant.

Twice-Yearly and Yearly Tasks

All twice-yearly and yearly tasks will be completed by the janitorial crew and floor technicians.

Subcontractors

There will be no subcontractors pertinent to this contract.

Base Hill

Capability Statement



CAGE code:
63YH6

DUNS #:
020382856

NAICS Code:
561720
561740
561790



Core Competencies

Base Hill is a small business enterprise that provides janitorial services including carpet shampoo cleaning, floor buffing/strip and wax, deep cleaning, etc. for many federal contracts, city government contracts, as well as private sector contracts. With over 25 years of reliable quality, we can point you back to all of the positive feedbacks that come from our previous and current clients all across the states.

Past/Current Performance

Base Hill has an extensive portfolio of clients (please, see below for few samples). We are the workforce that companies need for the wealth of knowledge and experience to provide necessary services in specific targeted areas with utmost quality. Our management team will always be available for communication and near immediate turnaround time in taking actions on the client's request.

Private

- Barnes and Nobles
- DSW
- ABC 7 TV Station
- Riverside County Bar Association
- FSA (Family Service Association, Moreno Valley)
- Disney

State, County, City

- City of S. Pasadena, Rosemead, Highland, and more
- Dept. of Transportation
- Housing Authority for the County of San Bernardino
- Imperial County, CA State Court Houses
- Imperial Irrigation District

Federal

- US Army Corp. of Engineers – El Monte, CA
- US Army – 63rd Region 5, CA
- US Air Force – Eielson AFB, AK
- US Navy – MCAS, Miramar, CA
- Dept. of Homeland Security – El Paso, TX
- US Social Security offices – Ontario, CA



Contact Us:

Headquarters:
16037 Valley View Ave.
Santa Fe Springs, CA 90670

Offices Locations:
Pomona, CA; Poway, CA;
Las Vegas, NV; Anchorage, AK

Contact:
(213) 425-3070
www.basehill.com

Base Hill, Inc. Floor Services



Base Hill Floor Team



Burlington Coat Factory
San Bernardino, CA



Loma Linda University
Loma Linda, CA



Dick's Sporting Goods
San Diego, CA

References

Superior Court of California, County of Imperial

Contract: 11/01/2023 – 10/31/2028

Total Value: \$1,482,000.00

Description of Services: Full janitorial services of three courthouses located in the City of Imperial, including carpet shampoo, strip & wax, and windows washing services.

Sergio Valadez

Superior Court of California

Director of Facilities & Security

760-482-2282 office

sergio.valadez@imperial.courts.ca.gov

BASE HILL, INC.

Imperial Irrigation District

Total Value: \$94,115.88

Period of Performance: 04/01/2024 – 03/31/2027

Total Square Footage: approx. 40,000 sf

Description of services: full janitorial service for 5 locations of the Imperial Irrigation District. Periodic floor care services (carpet shampoo and strip & wax), window washing.

Rebecca Lea Lechner

Planner/Scheduler

333 E Barioni Blvd.

Imperial, CA 92251

760-339-9217 office

760-791-0358

rllechner@IDD.com



**EXHIBIT A
PROPOSAL BID FORM**

LOCATION	ONE TIME INITIAL DEEP CLEAN	* MONTHLY SERVICE PRICE <i>(includes daily, weekly and monthly)</i>	TOTAL YEARLY AND TWICE -YEARLY PRICE
CITY HALL BUILDING	\$1,800.00	\$970.00	\$1,750.00
COMMUNITY DEVELOPMENT	\$700.00	\$325.00	\$480.00
COUNCIL CHAMBERS	\$900.00	\$225.00	\$1,750.00
LIBRARY	\$2,200.00	\$1,200.00	\$2,100.00
PARKS AND RECREATION	\$550.00	\$227.00	\$420.00
POLICE DEPARTMENT	\$1,800.00	\$650.00	\$1,750.00
WATER TREATMENT PLANT	\$800.00	\$450.00	\$750.00
WASTEWATER TREATMENT PLANT	\$900.00	\$450.00	\$870.00
TOTAL:	\$9,650.00	\$4,497.00	\$9,870.00

➤ **Company Name:**
BASE HILL, INC.

➤ **Contractor Signature:**


➤ **Contractor Name (print):**
SUNNY KIM

Date: 08-06-2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sunny Insurance Inc 4322 Wilshire Blvd Ste 207 Los Angeles CA 90010		CONTACT NAME: Eunice Kwon PHONE (A/C, No, Ext): (213) 567-4800 E-MAIL ADDRESS: eunice@sunnyinsusa.com		FAX (A/C, No): (213) 480-0080	
INSURED Base Hill Inc 16037 Valley View Ave. Santa Fe Springs CA 90670		INSURER(S) AFFORDING COVERAGE INSURER A : Ohio Security Insurance Company INSURER B : American Fire and Casualty Company INSURER C : Arch Insurance Company INSURER D : INSURER E : INSURER F :		NAIC #	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	BLS 65921699	03/28/2024	03/28/2025	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)					\$ 300,000	
						MED EXP (Any one person)	\$ 15,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COM/OP AGG	\$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	X	ESA 6592 1699	03/28/2024	03/28/2025	EACH OCCURRENCE	\$ 2,000,000
	AGGREGATE					\$ 2,000,000	
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE	
	Y/N <input type="checkbox"/> N/A					OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
C	Professional Liability (Errors and Omissions)	X	OCT-1046700-02	04/07/2023	04/07/2025	Each Claim	1,000,000
						Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*CERTIFICATE HOLDER and "JBE, the State of California, the Judicial Council of California, and their respective judges, subordinate judicial officers, executive officers, administrators, officers, officials, agents, representatives, contractors, volunteers or employees " are added on the Policy

CERTIFICATE HOLDER**CANCELLATION**

INSURED COPY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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EXHIBIT C

PROPOSAL ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges receipt of addenda number(s) _____, if any.

By signing below, the Proposer agrees to all terms and conditions in this RFP, except where expressly described in the Proposer's Services Proposal.

[Signature]
Original Signature by Authorized Officer/Agent

20-3390644
Vendor's Tax ID Number (FEIN)

SUNNY KIM
Type/Print Name of Signatory

BASE HILL, INC.
Company Name

PRESIDENT
Title
16037 VALLEY VIEW AVE
SANTA FE SPRINGS, CA 90670
Consultant Mailing Address

213-425-3070
Phone Number
213-425-3071
Fax Number

www.basehill.com
Website Address

sunnykim@basehill.com
E-mail Address

Form of Business (mark one of the following):

- Sole Proprietor/Individual
- Partnership
- Corporation
- Limited Liability Company (LLC)

If a corporation, the State where it is incorporated: CALIFORNIA

BASE HILL, INC.

Exceptions and Deviations

We hereby state we take no objection to the contract requirements as set forth in **EXHIBIT D, "Sample Professional Services Agreement"**.

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