



AGENDA ITEM SUMMARY FORM

MEETING DATE: 05/26/2026

PREPARED BY: Jason O'Mara, Director of Parks & Recreation

AGENDA CONTENT: Discussion and possible action regarding janitorial service options related to RFP 2026-02 for City facilities.

AGENDA ITEM SECTION: Public Hearing

BUDGETED AMOUNT: N/A **FUNDS REQUESTED:** N/A

FUND: N/A

EXECUTIVE SUMMARY:

The City of Angleton completed the RFP 2026-02 process for janitorial services and evaluated eleven (11) vendor proposals for City facilities. Staff also evaluated the feasibility and projected costs associated with transitioning janitorial operations to an in-house staffing model. Two primary service delivery options have been identified for consideration:

1. Contract Janitorial Services
2. In-House Custodial Staffing

Current annual janitorial-related staffing expenditures (excluded supply costs) are estimated at approximately \$146,727.75 and include services for City Hall, Police Department, Animal Control, Annex facilities, the Angleton Recreation Center, and one existing Parks Custodian position.

Service / Facility	Funding Source	Annual Cost
Animal Control	General Fund - Police Department	\$8,425.56
City Hall	General Fund - Maintenance	\$15,968.28
Police Department	General Fund - Maintenance	\$19,552.92
Annex (Leased)	General Fund - Maintenance	\$9,115.56
Recreation Center	ABLC - Angleton Rec Center	\$36,400.00
Parks Custodian (1)	70% General Fund / 30% ABLC - Parks	\$57,265.43
Total Current Annual Cost		\$146,727.75

Current costs do not include KMOC, treatment plants, specialty cleaning services, or future facility growth.

OPTION 1 - CONTRACT JANITORIAL SERVICES

The top three highest-ranked vendors following evaluation were:

Vendor	Evaluation Score	Annual Cost
A&A Cleaning Services	80.33	\$182,760
United Services Associates	80.00	\$162,627
VanJan	66.00	\$139,893

Key operational considerations for the contract model include:

- Immediate implementation capability (after 30-day notice provided to current contractors)
- No additional staffing, hiring, or HR administration requirements
- Potential increase above the current annual baseline depending on selected vendor. However, proposed amount does not include the KMOC or treatment plants. Additional increase by approximately \$15,000 to \$35,000 for additional facilities.
- Less direct control over staffing and service delivery

Estimated monthly service hours proposed by vendors varied significantly by facility and service level.

OPTION 2 - IN-HOUSE CUSTODIAL SERVICES

Transitioning janitorial operations to a City-operated custodial division consisting of:

- One (1) Crew Leader (B22)
- Three (3) Custodians (A13)

Position	Class	Hourly Rate	Estimated Cost Per Position	Total Cost
Custodian (3)	A13	\$15.99/hr	\$52,365.35	\$157,096.05
Crew Leader (1)	B22	\$20.61/hr	\$63,865.80	\$63,865.80
Total Estimated Annual Cost				\$220,961.85

Proposed funding allocations under the in-house model include:

- One Recreation Center Custodian funded 100% through ARC/ABLC
- Two Custodians funded 70% General Fund / 30% ABLC
- Crew Leader funded 70% General Fund / 30% ABLC

Funding Source	Current Cost	Estimated Cost	Net Change
ABLC / ARC Funding	\$53,579.63	\$102,944.30	+\$49,364.67
General Fund / Parks & Maintenance	\$93,148.12	\$118,017.55	+\$24,869.43
Total Annual Cost	\$146,727.75	\$220,961.85	+\$74,234.10

Operational considerations for the in-house model include:

- Greater operational control and staffing flexibility
- Ability to more easily absorb future facilities such as KMOC and Treatment Plants
- Requires hiring, supervision, training, scheduling, and personnel management
- Cleaning supplies and specialty services would remain City expenses

RECOMMENDATION:

Staff recommends City Council discuss the options presented and provide direction to City staff regarding the preferred approach for janitorial services for City facilities moving forward.