

STAFF REPORT

DATE: September 1, 2026

TO: City Council, City of Bel Aire, Kansas

FROM: James Miller, Facilities Director

RE: Award of RFB No. 2026-003, Commercial Custodial and Janitorial Services



BACKGROUND:

The City maintains four facilities requiring recurring custodial and janitorial services: City Hall, the Police Department, the Recreation Center, and Public Works. The prior custodial arrangement concluded, and on July 28, 2026 the City issued RFB No. 2026-003 to solicit competitive sealed bids for a single, consolidated three-year contract across all four facilities.

A pre-bid facility tour was held August 4, 2026. Six written questions were received before the August 6 deadline and answered by Addendum No. 1, issued August 10 to all registered bidders and posted publicly. Three sealed bids were received by the August 12 deadline and evaluated by the Bid Package Evaluation Team against the RFB's 100-point weighted criteria (Price 60, References 25, Qualifications 10, Completeness 5).

SUMMARY:

BID EVALUATION SCORING MATRIX					
RFB No.:	2026-003	Project / Service Title:	Custodian Bid Review and Scoring		
Criterion	Max Pts		Bidder 1 Name	Bidder 2 Name	Bidder 3 Name
Bidder / Company Name			Harris Facility Solution	Jan-Pro	City Wide
Meets Minimum Qualifications (Sec. VI.B)? Y/N			Y	Y	Y
1. PRICE — 60 POINTS (PRIORITY #1)					
Total Annual Bid Price — Option 1 (\$) 2x Week	—	With Monthly Recurring Services	\$63,824	\$98,340	\$73,839
Price Score (auto)	60		60.0	38.9	51.9
2. REFERENCES — 25 POINTS (PRIORITY #2)					
Reference 1 — Overall Rating (1–5)	—		5	4	5
Reference 2 — Overall Rating (1–5)	—		5	5	5
Reference 3 — Overall Rating (1–5)	—		5	5	5
Reference Points (auto)	25		25.0	23.3	25.0
3. QUALIFICATIONS & EXPERIENCE — 10 POINTS					
Qualifications & Experience Score (0–10)	10		10.0	9.0	9.0
4. COMPLETENESS & RESPONSIVENESS — 5 POINTS					
Completeness & Responsiveness Score (0–5)	5		4.0	5.0	5.0
TOTAL SCORE (out of 100)	100		99.0	76.3	90.9
RANK (1 = highest score)			1	3	2

Harris Dream Clean LLC, doing business as Harris Facility Solutions, of Wichita, Kansas, submitted the lowest evaluated annual price.

The recommended contract provides for base recurring service at Option 1 frequency (twice weekly) across all four facilities at \$33,019.56 annually, plus recurring monthly services (exterior entrance glass cleaning, Recreation Center gymnasium floor deep clean, and return air vent cleaning) totaling \$30,804.00 annually, for an estimated total annual contract value of \$63,823.56. The Option 1 base service also includes up to 1 additional inclement weather cleaning per week to assist during times of snow, ice, and rain. All cleaning equipment and supplies are provided by Harris Facility Solutions and included in the annual total.

The initial contract term is three years with no change in pricing for the three-year term. Two optional one-year renewals are available if agreed upon by the City and Harris Facility Solutions. The price increase for each additional one-year period is capped at the current three-year average CPI-U for the Midwest Region.

Three bid alternates (carpet deep clean, hard tile floor scuff and buff, and complete exterior window washing at City Hall) are held at the bid prices as options exercisable at the City's discretion.

JANITORIAL SERVICES	HARRIS FACILITY SOLUTIONS		CITY WIDE		JAN-PRO	
	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL
2X/WEEK CLEANING/ ALL FACILITIES	\$ 2,751.63	\$ 33,019.56	\$ 3,819.25	\$ 45,831.00	\$ 6,680.00	\$ 80,160.00
RECURRING - ENTRANCE GLASS 1X/MONTH	\$ 400.00	\$ 4,800.00	\$ 537.00	\$ 6,444.00	\$ 240.00	\$ 2,880.00
REC CENTER GYM FLOOR 1X/MONTH	\$ 1,267.00	\$ 15,204.00	\$ 1,722.00	\$ 20,664.00	\$ 1,100.00	\$ 13,200.00
RETURN AIR VENT CLEANING	\$ 900.00	\$ 10,800.00	\$ 75.00	\$ 900.00	\$ 175.00	\$ 2,100.00
TOTAL	\$ 5,318.63	\$ 63,823.56	\$ 6,153.25	\$ 73,839.00	\$ 8,195.00	\$ 98,340.00
UNPLANNED ADDITIONAL SERVICE 1/MONTH IF NEEDED	\$ 800.00	\$ 9,600.00	\$ 125.00	\$ 1,500.00	TBD	TBD
BID ALTERNATES						
CARPET DEEP CLEAN		\$ 1,200.00		\$ 2,952.81		\$ 1,950.00
HARD FLOOR SCUFF AND BUFF		\$ 3,300.00		\$ 7,745.00		\$ 5,600.00
CITY HALL EXTERIOR WINDOW WASHING		\$ 1,500.00		\$ 1,215.00	1st FLOOR	\$ 250.00
TOTAL ALTERNATE SERVICES		\$ 6,000.00		\$ 11,912.81		\$ 7,800.00

FINANCIAL CONSIDERATIONS

The FY27 budget includes \$72,650 for full janitorial services. The contract is compliant with the Kansas Cash Basis law, allowing the City to exit the contract if future funding for janitorial services is no longer available.

RECOMMENDATION:

Move to award RFB No. 2026-003, Commercial Custodial and Janitorial Services, to Harris Dream Clean LLC, d/b/a Harris Facility Solutions, as the lowest responsive and responsible bidder at a not to exceed cost of \$72,650 per year for a three-year contract term.