Agenda Item
Summary
Report

Meeting Date: May 12, 2025	Submitted by: Regine Watson, Town Clerk/Assistant Town Administrator Purnell Hall, Public Works Supervisor

Item Title: CONTRACT APPROVAL: Approval for a contract with Hyp-Tro Building Services, LLC for Janitorial Services

Approval for a Contract with Hyp-Tro Building Services, LLC for Janitorial Services

Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Hyp-Tro Proposal Overall Bid List

Recommended Action:

Staff recommends that Council approve the award of the Janitorial Services contract to Hyp-Tro Building Services, LLC, and authorize the Town Administrator to sign the agreement.

Item Summary: The Town has maintained a Janitorial Services contract with AMR for the past several years. Since the contract recently expired, the Town has continued services on a month-to-month basis. In alignment with the Town's commitment to compliance with its procurement policies, a Request for Proposals (RFP) was issued in February 2025.

The RFP was advertised on eMMA (State of Maryland) and the Town's website. A total of 44 submissions were received, and the most responsive firms were selected for interviews. The firms interviewed included:

- Hyp-Tro Building Services, LLC
- Contractors Enterprises Inc.
- Family 1st Biohazard Solutions
- Office Care
- Morgan Service Solution

After evaluating all proposals and interviewing the three most responsive bidders and reviewing the references of the bidders, the staff recommends awarding the contract to **Hyp-Tro Building Services LLC**, which was determined to be the most responsive and responsible bidder. This contract was also the lowest bid.

Contract Term:
The proposed contract is for three (3) years, with the option to extend for two (1-year) renewal periods.

Ms. Watson and Mr. Hall will be available to answer any questions about this contract and this process.

Budgeted Item: Yes [X] No [ ] NA Budgeted Amount: $ One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes [ ] No [ ]	Approved Date: