
City Council Regular Meeting

DEPARTMENT: Public Works

FROM: Justin Scharnhorst, Deputy Director of Public Works

MEETING: September 23, 2024

SUBJECT:

Consider approval to renew contract 10230024 with Ambassador Services, LLC. exercising the first of two remaining renewals for janitorial services in the amount of \$222,300. (*Staff Contact: Justin Scharnhorst, Deputy Director of Public Works*)

SUMMARY:

Ambassador Services, LLC. was awarded a contract as a result of ITB 2023-009 on April 3, 2023 to provide janitorial services. Generally, buildings are cleaned each day they are open for business. Contractually, the scope of work includes general services such as sweeping, mopping, vacuuming, dusting, and disposing of garbage and recycling, including deep cleans for VCT and carpet floors. Each facility was bid individually providing an annual cost for the service for each building. Each facility has specific quantities and frequencies in which the vendor will provide services within that specific facility. Service for each building varies in response to the usage type, number of days open, flooring types, and restroom square footage.

Over the last year, Facilities has had the opportunity to onboard the vendor and familiarize them with each facility. Through this process, it is imperative that staff is continually meeting with the vendor, and our internal customers to ensure they are receiving an acceptable level of service for their building. Over the last two months, Public Works has created an internal survey which focused on a portion of the janitorial services contract, and created a facility liaison that will better streamline requests, or issues at each facility. Through both of these efforts, staff is comfortable with moving forward with requesting and recommending the approval to new the second year of this contract.

RECOMMENDATION:

Recommend approval

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

CSO # 5057-04-2023

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name: General Fund

Full Account #s: 1013002-61010

Amount: \$184,376

Budgeted Y/N: Y

Fund Name: Parks Performance

Full Account #s: 2035004-61001

Amount: \$37,924

STAFF CONTACT:

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Title: Deputy Director of Public Works

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