

City Council Regular Meeting

DEPARTMENT: Public Works

FROM: Justin Scharnhorst, Deputy Director of Public Works

MEETING: March 2, 2026

SUBJECT:

Consider and take possible action on a three year service contract with Service First Janitorial for city wide janitorial services (RFP 2026-002) in the amount of \$659,880.00 with a 2% contingency for a total authorization of \$693,779.00. (Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Focus Area 2	Strategic Goal
 <p>Dynamic & Preferred City Through Managed Growth</p>	<p>2.5 Develop and maintain facilities and utility services</p>

SUMMARY:

In September 2025, staff elected not to renew the City’s contract with the existing janitorial service provider due to ongoing performance concerns. To ensure continuity of service, staff executed an administrative contract through a cooperative purchasing agreement with an alternative provider to provide interim coverage.

Following this interim solution, staff initiated a formal Request for Proposals (RFP) for citywide janitorial services to ensure a competitive and transparent procurement process. The City received eleven (11) responsive proposals.

An evaluation committee, composed of representatives from multiple City departments—including staff responsible for larger facilities reviewed and scored the proposals. This approach ensured the evaluation reflected the operational needs of a diverse range of facilities and perspectives across the City. Proposals were evaluated based on established criteria, including service quality, cost, and the proposer’s ability to meet the City’s operational requirements. There is a 2% contingency reflected in the total to account for unforeseen issues.

PROCUREMENT METHOD:

This contract was procured through a Request for Proposal in accordance with Texas Local Government Code Chapter 252. Solicitation No. RFP 2026-002 Janitorial Services was advertised on November 29, 2025 and December 6, 2025, and posted on the City’s electronic bidding platform, Bonfire, from November 29, 2025 to December 30, 2025. The opportunity was distributed to 819 vendors under 4 applicable commodity codes, and the City received 11 responses. Proposals were evaluated in accordance with the published criteria, and Service First Janitorial was determined to provide the best value to the City.

RECOMMENDATION:

Recommend Approval

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$585,649
Project Number:
Fund:101
Account Number(s):1013002-62050
Account Description: Facility Maintenance / Other Outside Services

Proposed Expenditure/Revenue: \$3,874
Project Number:
Fund: 203
Account Number(s): 2035006-62050
Account Description: Russell Farm/Other Outside Services

Proposed Expenditure/Revenue: \$104,346
Project Number:
Fund: 203
Account Number(s): 2035004-62050
Account Description: BRiCK/Other Outside Services

STAFF CONTACT:

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