

Annual Contract Janitorial Services

Eric Oscarson - Director of Public Works



Janitorial Services

- The City utilizes a third party for the cleaning of various city facilities.
- We are experiencing challenges with current service levels and performance standards.
- As a result, staff is recommending to not exercise the renewal option with our current vendor, Global Buildings, and go out to bid.



Facilities Utilizing Services



BRiCK



City Hall



Fire



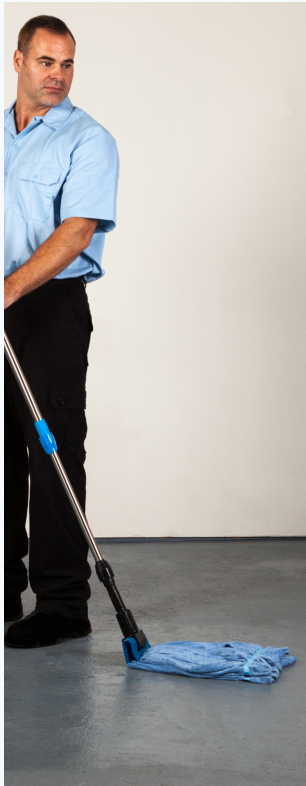
Police



Library

Total of 148,938 Square Feet

Services Provided



Floors



Furniture



Garbage &
Recycling



Restrooms



Windows



Tile & Grout



Carpet

Includes Daily, Weekly, Monthly and Annual Cleaning Items dependent upon facility usage

A Bid with Options

In February a bid was posted with 3 separate options.

Currently the City provides and delivers all paper products to each city building.

To increase efficiency, staff is recommending Option 1.



Option 1

Contractor will provide all necessary equipment, all cleaning supplies, and all paper products.



Option 2

Contractor will provide all necessary equipment and all cleaning supplies.



Option 3

Contractor will provide all necessary equipment.



New Contract

- The City currently provides all paper products and janitorial supplies, such as toilet paper, paper towels, and soap.
- The new contract will provide all paper products and janitorial supplies.
- This helps with efficiency and the saving of staff time.
- The saving cost of supplies is a net zero when adding supplies to the contract.

By the Numbers - Option 1

- Global Building: \$286,695
- Ambassador Services: \$301,076
- Members: \$315,037
- CTJ Maintenance: \$445,116
- SME Advocate: \$6,660,205

*All bids submitted are for an initial 18 month term



Opened March 3

The original plan was to start a new contract on April 1, therefore the bid numbers submitted reflect a 18 month term. In order for a smooth and successful transition plan, the new contract will be May 1, 2023 - September 30, 2024; making the first term only 17 months.

This will make the initial contract slightly lower than the bid numbers submitted and shown on the left.

The contract will allow for 3 one-year renewal terms.

In-House Option

- To ensure pursuing a third party for janitorial services was still the best value for the City, staff performed an analysis to determine the cost to bring the service in-house.
- Recurring yearly costs to provide Janitorial services in-house would be \$416,987.
- Better value to continue to contract out Janitorial Services.

IN-HOUSE COST

Yearly Recurring Cost: \$416,987

Staff Recommendation

- This service was advertised as a "Best Value" bid.
- Staff is recommending awarding contract to Ambassador Services due to their price and quality of service.
- Ambassador Services currently serves 395 properties, including properties for the City of Houston for 10 years and the City of Dallas for 2 years.
- Both cities highly recommended Ambassador Services.

Action Requested



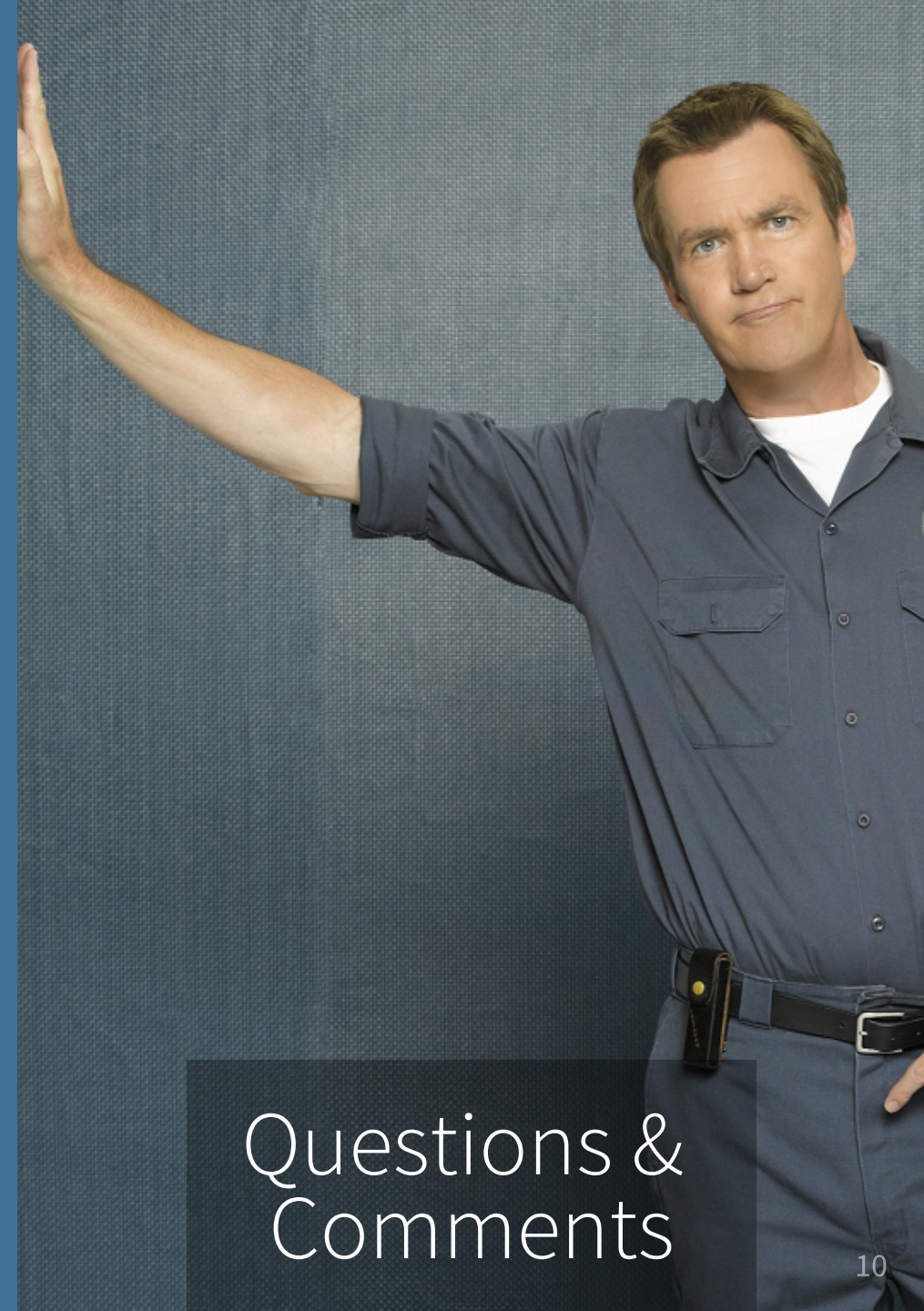
Approve

Approve a resolution approving and accepting the Bid ITB 2023-009 from Ambassador Services, LLC for janitorial services in the amount \$284,342.



Deny

Deny a resolution approving and accepting the Bid ITB 2023-009 from Ambassador Services, LLC for janitorial services in the amount \$284,342.



Questions &
Comments