
City Council Regular Meeting

DEPARTMENT: Public Works

FROM: Eric Oscarson, Director of Public Works

MEETING: April 3, 2023

SUBJECT:

Consider approval of a resolution approving and accepting a bid submission from Ambassador Services, LLC in response to ITB 2023-009 for janitorial services in the amount of \$284,342.
(Staff Contact: Eric Oscarson, Director of Public Works)

SUMMARY:

Contract Elements

Janitorial services for City facilities have been contracted out for some time. Generally, buildings are cleaned each day they are open for business. While the service certainly includes general services such as sweeping, mopping, vacuuming, dusting, and disposing of garbage and recycling, it also includes annual deep cleaning services like cleaning and sealing of tile and grout and carpet steam cleaning. Each facility was bid individually providing an annual cost for the service for each building. Service for each building varies in response to the usage type and intensity, number of days open, flooring types, and restroom square footage.

Currently, the city provides and delivers paper products to each city facility. To increase efficiency, staff is recommending paper products are included as part of the Janitorial Contract.

The City received five bids. We are experiencing challenges with our current service levels and staff determined the best value for services would be to award the bid to Ambassador Services. Ambassador Services currently provides janitorial services to the City of Houston and City of Dallas.

The requested bid was for 18 months in the plan to start April 1. However, in order for a smooth and successful transition plan, the first term of the contract will be for 17 months, starting May 1, 2023 ending September 30, 2024. Being a shorter contract, the initial term will be for less than the numbers submitted. The contract will allow for 3 one-year renewal terms.

OPTIONS:

- 1) Approve a resolution approving and accepting a bid submission from Ambassador Services, LLC in response to ITB 2023-009 for janitorial services in the amount of \$284,342
- 2) Deny a resolution approving and accepting a bid submission from Ambassador Services, LLC in response to ITB 2023-009 for janitorial services in the amount of \$284,342.

RECOMMENDATION:

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

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

List date and description of any prior action related to the subject

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name: General Fund

Full Account #s: 001-4016-435.43-01

Amount: \$232,683.08

Project (if applicable):

Budgeted Y/N: Y

Fund Name: Parks Performance Fund

Full Account #s: 116-6017-453.43-01

Amount: \$51,658.92

Project (if applicable):

STAFF CONTACT:

Eric Oscarson
Director of Public Works
eoscarson@burlesontx.com
817-426-9837