



Staff Report

Month Day, Year Council Workshop Meeting

Citywide Janitorial Services

Presenter: Steve Wall, Public Works Director

Time Estimate: 5 min

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BACKGROUND: The City's janitorial services contract with STJ Janitorial LLC expired at the end of 2021. The total cost was approximately \$132,270; however, that cost was based on a lower frequency of cleaning as a result of COVID. The City has been operating on a temporary extension of the prior contract while staff went through a Request for Proposal process to find a new vendor. The 2022 extension contract with STJ Janitorial, which includes some increases in the level of service as buildings open up, has been costing the City approximately \$14,705 per month, or \$176,460 per year (if the full year was served).

SUMMARY: Staff developed and advertised a Request for Proposal (RFP) to provide janitorial services for facilities throughout the City. Through the process of developing the RFP, all departments in the City were coordinated with and input received on the past levels of service received. In general, most departments and facilities requested an increase in the levels of service. Proposals, which included cost and other qualifying factors, were opened on February 24, 2022 and scored by three separate staff members. Based on the criteria and the scoring completed by staff, it is recommended that Council award the contract to STJ Janitorial LLC. The facilities included in the scope of work are identified in the attached bid tabs. The cost of services as identified in the attached is \$15,426.79 per month, or \$185,121.48 per year. Under the assumption that Council approves the new contract, the old contract will be cancelled and the new one put in place.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

Inform the City Council of the proposed janitorial services contract.

What's the data? What does the data tell us?

Based on the scoring criteria, STJ Janitorial LLC is recommended by staff to be awarded the janitorial services contract.

How have communities been engaged? Are there opportunities to expand engagement?

N/A

Who will benefit from, or be burdened by this agenda item?

City staff and facilities will benefit from this proposal as the levels of service (cleanliness of facilities) will be increased.

What are the strategies to mitigate any unintended consequences?

N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

N/A

Will this agenda item improve ADA accessibilities for people with disabilities?

N/A

What potential hurdles exist in implementing this proposal (include both operational and political)?

N/A

How will you ensure accountabilities, communicate, and evaluate results?

Staff at each facility will monitor the work and ensure the contractor provides acceptable levels of service.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

N/A

BUDGET IMPACT: The annual amount of the proposed contract is approximately \$185,121 per year. The contract is for a period of one (1) year, with possible extensions. The adopted 2022 Budget includes adequate funds to pay for the services. Future budgets will also include appropriate funds to support the contract if extended.

RECOMMENDATION: This item is for Council's information only. The contract has also been placed on the April 4, 2022 Consent Agenda for Council's consideration.