



CITY COMMISSION STAFF REPORT

DEPARTMENT: Public Works

SUBJECT: Motion to authorize the execution of Agreement with 24 Hours, Inc. to provide janitorial services for municipal facilities. – **Public Works**

CITY MANAGER RECOMMENDATION:

The City manager recommends the Commission to approve the execution of Agreement with 24 Hours, Inc. to provide janitorial services at the locations specified by the City.

BACKGROUND OF ITEM:

City staff strive for a high standard of cleanliness for City facilities. The City currently has locations requiring daily or periodic sanitation. These facilities include administrative buildings, community recreation, parks, sports facilities, and public restrooms. City departments have been separately using a cleaning service to clean the various facilities under their jurisdiction. However, it is better that the city consolidates these services in to a single contract and utilizes a single point of contact for cleaning services to maintain a superior level of cleanliness.

ANALYSIS:

Procurement issued an Invitation for Bid (*ITB 2022-6-PW*) on October 19, 2022. A total of 7 proposals were received. Based on the findings of the IFB process, 24 Hours, Inc. was found to be the lowest cost, responsive and responsible bidder. Cooper City Public Works is requesting the execution of the agreement to use 24 Hours, Inc. as a vendor to provide their services to the City for an initial three-year term with 2 optional one-year renewals. The annualized amount of the contract is anticipated to be \$40,300, inclusive of a 10% contingency for non-routine as-needed services.

STRATEGIC PLAN:

Regularly scheduled cleaning of building facilities helps to keep building assets in good shape and provides for presentable aesthetics to the public.


FISCAL IMPACT:

City Commission approved expenditures for FY23 in the budget for Janitorial services. The current requested amount is for 9 months of service and an additional 10% for as-needed services.

<u>General Ledger Acct. Number</u>	<u>Original Budget</u>	<u>Expenditures (to-date)</u>	<u>Current Requested Amount</u>	<u>Remaining Budget after this request</u>
001-312-534410-539 (PW-Property Mgmt.)	\$21,780.00	\$1,775.72	\$2,574.00	\$17,430.28
001-314-534410-572 (PW-Park Mgmt.)	\$26,920.00	\$1,967.98	\$6,148.00	\$18,804.02
001-190-531190-519 (CH-Administration)	\$22,995.00	\$2,472.00	\$7,840.00	\$12,683.00
450-950-531290-536 (UT-Water)	\$170,000.00	\$23,696.62	\$13,662.00	\$132,641.38

ATTACHMENTS:

1. Exhibit A - ITB 2022-6-PW
2. Exhibit B – 24 Hours, Inc. Submittal
3. Cooper City Agreement – 24 Hours, Inc.
4. Bid tabulation
5. Vendor Compliance

Workflow History 			
User	Task	Action	Date/Time
Figallo, Maryann	NEW ITEM: Not Yet Routed	Forward to Public Wo...	12/23/22 02:05 PM
Good, Thomas	Assigned to Public Works Dire...	Forward to Finance ...	12/23/22 02:06 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	12/28/22 08:59 AM
Allen, Tedra	Assigned to Attorney	COMPLETE: Forwar...	12/28/22 03:38 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	12/30/22 09:30 AM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	12/30/22 09:44 AM
Allen, Tedra	END WORKFLOW - APPROV...		12/30/22 09:57 AM