



STAFF REPORT

MEETING DATE: March 18, 2024

MEETING TYPE: City Council

SUBMITTED BY: Katherine Lindsey

AGENDA CAPTION: Discuss and consider Resolution R2024-03-1178 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT "A".; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

The City currently does not have any contracted janitorial services. City staff has identified Dact LLC as an appropriate vendor to perform the cleaning services required for City Hall, the Community Center, Atwell Public Library, and the Police Station.

Budget Implications

The FY23-24 Budget provides for a custodian, but this will be replaced with the cleaning services. Therefore, the budget will not be increased.

Operational Impact

Contracting with Dact LLC will help keep our municipal buildings sanitary, and free up staff time as employees will not have to perform the cleaning services in addition to their regular duties.

Legal Review

The resolution and contract were approved by the City Attorney.

Staff Recommendation

Staff recommends that the City Council approves the Resolution contracting

Supporting Documentation and Attachments

1. Resolution and Exhibit A