



OFFICE OF THE CITY MANAGER

AGENDA ITEM REPORT

TO: Honorable Council

FROM: James A. Gallup, City Manager

DATE: May 16, 2025

SUBJECT: Review bids for Janitorial Services

BACKGROUND:

- On May 14, 2025, 2PM, bids were opened for RFB #25-02 for Janitorial Services. There were four vendors that submitted bids for this service contract, and they are tabulated in the attached bid tabulation sheet. Our current contractor decided not to re-bid.
- The lowest bid was from A & F Cleaning Services at \$76,800. An increase of \$22,560 from our current service contract of \$54,240.
- The Building Maintenance Division in Public Works has asked for an additional staff position, starting at \$45,000, including benefits.

FISCAL IMPACT:

- There are two options for Council to Consider
 - Option A: Award bid to A&F Cleaning Services at \$76,800
 - Option B: Reject all bids and hire a Building Maintenance Employee at \$45,000

REQUEST/RECOMMENDATION:

- Staff recommends Option B to have an additional staffer whose duties are to assist with building maintenance with the additional duty of providing janitorial services in-house.

ATTACHMENTS: