



City of Ketchum

October 18, 2021

Mayor Bradshaw and City Councilors:

Recommendation to Approve Western Building Maintenance Contract #22011.

Recommendation

Staff requests Council authorize the mayor's signature on Contract #22011 with Western Building Maintenance to provide Janitorial Services at a cost of \$ 6,915.00 per month, or \$ 82,980.00 annually.

"I move to authorize the Mayor to sign the Western Building Maintenance Contract #22011, approving a monthly service payment of \$ 6,915.00, for Janitorial Services."

Reasoning

- The City's Janitorial Service contract was reviewed per new City facilities (Fire Station, City Hall)
- New service expectations were established for the Visitor Center and Parks and Recreation publicly accessible restrooms
- RFP's were requested, a tour was conducted, vendor bids reviewed and measured against the following criteria, per Procurement policy:
 - Cost
 - Services required based on facilities department input

Request For Bid Summary

- RFP launched to Website and noticed in the Mountain Express on August 20, 2021
- Site tour conducted on September 14, 2021
- Q&A Zoom call conducted on September 15, 2021
- Bid responses received on September 20, 2021
- Decision intention notification sent to bidder on September 28, 2021
- No contest on decision intent received by October 7, 2021
- Upon Council approval, contract will be awarded on October 19, 2021

Vendor Engagement and Bid Summary

Vendor	Tour	Bid
Western Building Maintenance	Attended	Submitted
Allstar Property Services Inc.	Attended	Submitted
Valley Maintenance	Did not attend	No submission
Cross Valley Cleaning	Did not attend	No submission
H Property Services	Did not attend	No submission

Monthly Pricing Summary

Per Procurement Policy, Western Building Maintenance was the lowest bidder and confirmed ability to scale staffing to ensure service will meet City contract requirements.

Western Building Maintenance	Allstar Property Services Inc.
\$ 6,915.00	\$ 12,806.15

Respectfully submitted,

Tara Fenwick

Tara Fenwick
City Clerk

Attachments:

- Western Building Maintenance RFP response and Quote
- Purchase Order



10/18/2021

Consent Agenda

Contract #22011

Summary Statement

The City's Janitorial Service contract required review and renewal to include new City facilities, the visitor center and publicly accessible restrooms in the city's Parks and Recreation areas.

Action Request

Staff requests Council authorize the mayor's signature on Contract #22011 with Western Building Maintenance, for the procurement of janitorial services, at a cost of \$ 6,915.00 per month, or \$ 82,980.00 annually.

Department / Budget / Accounting Code

As attached in the Purchase Order.

Procurement Type

Goods and Services Contract – City Janitorial Services.

Procurement Process Overview

- RFP launched to Website and noticed in the Mountain Express on August 20, 2021
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Attachments

- Western Building Maintenance RFP Response and Bid
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CITY OF KETCHUM
PO BOX 2315 * 480 EAST AVE. * KETCHUM, ID 83340
Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
BUDGETED ITEM? ____ Yes ____ No

PURCHASE ORDER - NUMBER: 22011

To: 4905 WESTERN BUILDING MAINTENANCE, INC. P.O. BOX 9408 BOISE ID 83707	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/01/2021	Shellie	Shellie		0	

Quantity	Description	Unit Price	Total
1.00	Janitorial Services 01-4194-5300	66,000.00	66,000.00
1.00	Janitorial Services 01-4194-5910	16,980.00	16,980.00
SHIPPING & HANDLING			0.00
TOTAL PO AMOUNT			82,980.00

Authorized Signature

City of Ketchum Janitorial Cleaning Services Proposal

- **Western Building Maintenance General Information and Philosophy:**
 - o Please see attached letter
- **Confirmation of Ability to Meet the Required Service Schedule**
 - o Western Building Maintenance has serviced this contract since 2016 and can continue to provide services at the required schedule times.
- **Billing/Invoicing**
 - o Western Building Maintenance invoices at the end of each month for that month's services. Payments are due by the 5th of the following month.
- **Supervision/Quality Assurance**
 - o If awarded the contract again, the current Western Building Maintenance staff will continue to provide janitorial services to these buildings. We are in constant contact with them each week. At least once or twice a month, Carlos Lopez, our Quality Assurance Manager, makes a trip to the Sun Valley area to inspect all buildings and to meet with the staff. If any issues arise with regards to quality or serious concerns, a special trip by Carlos will be made.
- **Supplies/Equipment**
 - o Western Building Maintenance will provide all chemistry and cleaning equipment/tools (mop buckets, mops, vacuums, trash barrels, towels, spray bottles, etc.) needed for cleaning these buildings.
- **Special Services – available outside agreement**
 - o Western Building Maintenance can provide the following special services
 - Carpet and upholstery cleaning
 - Hard floor maintenance – buffing, stripping, waxing
 - Construction clean-up
 - Light changing
 - Snow removal and parking lot plowing
 - Window cleaning
- **Business License/Insurance**
 - o Western Building Maintenance will furnish all forms of license and insurance required by law and shall maintain the same in force
 - Active Business / Tax Licensure
 - Comprehensive General Liability
 - Property Damage
 - Workers Compensation
- **Employee Status**

- Personnel supplied by Western Building Maintenance are deemed employees of ours and will not for any purpose be considered employees or agents of the customer.

- **Equal Opportunity Employer**

- Western Building Maintenance is an equal opportunity employer. All necessary employment for this contract will be maintained by our office as required by law.

- **Term**

- Western Building Maintenance – the terms of this agreement shall be for a period of one (1) year and shall automatically renew for an additional one (1) year period on the anniversary date of this agreement.

- **Cancellation**

- Western Building Maintenance – this agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.



September 17, 2021

JANITORIAL CLEANING PROPOSAL FOR:

City of Ketchum
480 East Avenue North
Ketchum, ID 83340

Contact: Tara Fenwick
Email: tfenwick@ketchumidaho.org
Juerg Stauffacher
Email: jstauffacher@ketchumidaho.org

An Equal Opportunity Employer

September 17, 2021

Western Building Maintenance
3275 Brown Street
Boise, ID 83714

Dear Tara:

Thank you for giving Western Building Maintenance the opportunity of bidding your facility.

WBM is licensed, bonded, and insured. WBM carries Compensations Insurance, Contractor's Public Liability Insurance, and pays all Federal Old Age Benefits, and State Unemployment Insurance taxes.

WBM will provide all janitorial supplies equipment and labor necessary to properly perform the work detailed in this agreement. Tissue, hand soap, and garbage can liners will either be furnished by owner or can be purchased from Western Building Maintenance.

WBM has been operating in Idaho since 1962. We specialize in the general care and maintenance of all types of office and professional buildings. We hope that you will recognize our standard of excellence in making your final decision. Enclosed is our janitorial bid for your building. After your review, we hope you will find our services excellent and rates competitive.

WBM will provide an experienced, well-supervised crew to perform the scheduled cleaning. This training and supervision is on-going and repetitive in order to provide the best service possible to our client.

Please review the enclosed specifications. If you have questions or concerns please contact us.

Western Building Maintenance will provide these specified services for \$6,915.00 per month for office janitorial cleaning (**see attached price breakdown**). Payments are due by the 5th of the month following the month of service.

A handwritten signature in dark ink, appearing to read "R Biaggne", is written over a horizontal line.

Russ Biaggne

Western Building Maintenance Inc

Acceptance by:

Tara Fenwick

City of Ketchum

This proposal price may be withdrawn after 60 days, if not accepted.

City of Ketchum building pricing breakdown

Building	Start After	Finish By	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Monthly Cost
City Hall	5:00 P.M.	anytime	X		X		X			\$1,242
Fire Station	5:00 P.M.	anytime	X		X		X			\$310
Streets	3:30 P.M.	anytime	X		X		X			\$930
Recreation	5:30 P.M.	anytime	X		X		X			\$930
Visitor Center	anytime	anytime	X	X	X	X	X	X	X	\$1,403
Town Square	A.M.	before noon	X	X	X	X	X	X	X	\$700
Forest Service Park	A.M.	before noon	X	X	X	X	X	X	X	\$700
Lucy Loken Park	A.M.	before noon	X	X	X	X	X	X	X	\$700

TOTAL \$6915 per month