



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Cleaning Services – Review and Award

BACKGROUND BRIEF:

As reported previously, our long time cleaning service company elected to move on from our contract. This has left the DDA office, and most importantly, the Fire Station restrooms without service. This has caused the closure of the Fire Station restrooms at the mutual decision of the Director and the Fire Chief.

We have secured two proposals for a new service provider and the proposals are attached

RECOMMENDATION: Select and award Prestige Cleaning MI, a Lake Orion based company, who is also the low proposal of \$500 per month.

FINANCIAL IMPACT:

The DDA had been paying \$475/month for a similar service basis. We would propose to pay this service invoicing from Design - Contractual Services GL248-726-801-000. This would be our first use of that GL this budget year, and the budget appropriation of \$5,780 is sufficient to cover the anticipated costs of this engagement.

RECOMMENDED MOTION:

Approve the proposal from Prestige Cleaning MI for the services outlined therein, at a cost not to exceed \$500 per month, with regular invoicing paid from GL 248-726-801-000