



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	May 14, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Public Works Director
Title	Resolution 26-2073/Authorizing the Mayor to sign the Purchased Services Agreement with Buenavista Services, Inc. for Janitorial Services

Legislative History

- First Presentation – May 14, 2026

Attachments:

1. Resolution 26-2073/Authorizing the Mayor to sign the Purchased Services Agreement with Buenavista Services, Inc. for Janitorial Services
 2. AG-26-016/Service Agreement with Buenavista Services, Inc. for Janitorial Services
 3. Exhibit A - Scope of Work
 4. Exhibit B - Cost Proposal
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Executive Summary

Staff recommends approval of a janitorial services contract with Buenavista Services LLC for cleaning services at City Hall and the Public Works building. The contractor was selected through a competitive Request for Proposals (RFP) process. The selected vendor demonstrated strong past performance, competitive pricing, and reliability.

Background

The City issued a competitive RFP to solicit proposals for janitorial services for municipal facilities. Proposals were evaluated based on the following criteria:

- Demonstrated past performance on similar contracts
- Cost competitiveness
- Reliability and service quality

Staff conducted reference checks to verify vendor performance, responsiveness, and overall service satisfaction. Buenavista Services LLC was selected as the most qualified vendor based on these criteria.

This contract represents a continuation of existing janitorial services included in the City's adopted budget. The agreement reflects current best practices in service delivery, contract standards, and performance expectations.

Fiscal & Policy Implications

The proposed contract cost is \$5,940 per month. The total cost for the remainder of 2026 is \$47,520, which is within the existing budget for janitorial services.

Future fiscal impacts include:

- **2027 Annual Cost:** \$71,280
- **2028 Annual Cost:** \$71,280

These amounts will be incorporated into upcoming budget proposals.

There are no new policy implications. The contract aligns with existing procurement policies and supports ongoing operational needs for maintaining City facilities.

Staff Recommendation

To avoid a lapse in janitorial services, Staff requests that, on May 14, 2026, the City Council waive its three-touch rule, adopt Resolution 26-2073 approving the janitorial services contract with Buenavista Services LLC for municipal facilities, and authorize the Mayor to execute the agreement.