

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING(S)
MEETING DATE(S): JUNE 13 & JUNE 17, 2024
FROM: DANNY FRIEND, DIRECTOR OF OPERATIONS
FOR: ACTION X DIRECTION _____ INFORMATION _____



CONTRACT AGREEMENT WITH PREMIER PROPERTY PRESERVATION, LLC FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2025

STAFF RECOMMENDATION

Authorize the General Manager to approve a one-year contract with Premier Property Preservation, LLC for Annual Janitorial Services for 2024-2025 in the amount of \$34,320.00, plus a 10% contingency for a total of \$37,752.00. The agreement can be extended for two additional one-year terms with the option to negotiate a revised price, if any. The not to exceed amounts are \$37,752.00 for fiscal years 2024-25, 2025-26 and 2026-27.

SUMMARY

The District contracts for annual disinfection and janitorial services for several facilities, including the Administration Building, Accounting Modular, Annex Building, Corporate Yard, and the Horton WWTP. This contract will also cover the new Nancy Wright RWRF, providing regularly scheduled professional janitorial services that include labor, cleaning supplies, equipment, and materials. Please refer to the attached contract for further details.

ANALYSIS

In May 2024, the District advertised a request for bids for annual janitorial and disinfection services via PlanetBids. Four bids were received, and Premier Property Preservation, LLC was the lowest responsive bidder. Below is a summary of the bids received.

BIDDER	BID AMOUNT
Premier Property Preservation, LLC	\$34,320.00
Executive Facilities Services, Inc.	\$43,754.88
Blue Collar Contracting	\$50,596.00
Coastal Building Service, Inc.	\$53,144.00

FINANCIAL DATA		
Cost Associated with this action:	\$113,256.00	
Current FY cost:	\$37,752.00	
Future FY cost:	\$75,504.00	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	101-General	
BID/Job#	517-Janitorial Services	
Current BID/Job balance	\$65,000.00	
Balance remaining if approved:	\$27,248.00	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost of this contract will be included in the FY24/25 budget. Future appropriations will be requested as part of FY25/26 and FY26/27 budget requests. This action is consistent with Strategic Plan Smart Goal 3.2—Control costs and manage debt responsibility.

ATTACHMENTS

Contract Agreement and Bid Summary/Tabulation