



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/22/2024

**REQUESTER:** Lance Harper, Facilities and Construction Manager

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-17 AND CONTRACT K-2425-49: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ANAGO OKC, INC., IN THE AMOUNT OF \$3,142.30 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE 12<sup>th</sup> AVENUE RECREATION CENTER, IRVING RECREATION CENTER, WHITTIER RECREATION CENTER AND LITTLE AXE COMMUNITY CENTER.

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### **BACKGROUND:**

The Facility Maintenance Division's janitorial staff consists of two full-time employees assigned daily duties involving supply chain deliveries, cleaning quality control inspections, and day porting needed areas on the City Hall Campus. As the City no longer employs staff members to perform custodial daily cleanings at City Hall, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

The Parks Department recreation centers provide services and activities for Norman residents, including child care throughout the year, summer and out-of-school camps, library services, recreational opportunities such as basketball, tennis, and pickleball courts, and rental space for meetings, dance, karate, gymnastics, and various community gatherings.

### **DISCUSSION:**

Five proposals to provide custodial services for recreation centers (RFP 2425-17) were received in the Parks and Recreation office on September 26, 2024, from the following cleaning contractors:

1. Anago LLC
2. OK Elite Cleaning Service
3. Crowders Cleaning Service
4. Unlimited Treasures, LLC
5. Anchor Janitorial

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified

services. Crowders Cleaning Service was disqualified for technical reasons. Anago and Unlimited Treasures were the lowest bids, with a difference of \$372.70 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Anago LLC with the lowest bid price, as they met all the requirements in the Request for Proposal. Anago, LLC is a full-service commercial janitorial cleaning company in Oklahoma City, Oklahoma, with branch offices in Kansas City. Anago is cleaning the American Fidelity Company, Cleveland County Health Department, Quail Springs Baptist Church, Cambria Energy, and MacArthur Associated Consultants. References were checked, and positive reviews of Anago custodial services were provided.

The proposal submitted by Anago, LLC includes a base fee of \$3,142.30 per month, which provides for 35 hours per week for autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administrative Services Miscellaneous Services-Other (Account 10770430-44799).

If approved, the proposed contract will become effective October 1, 2024, and continue through September 30, 2025. The contract may be extended by mutual agreement for four (4) additional twelve (12) month periods provided sufficient appropriations are made by the Council for the particular fiscal year in which renewal is sought. The services provided are outlined in Exhibit A of the contract.

**RECOMMENDATION:** It is recommended that City Council approve Contract K-2425-49 to Anago LLC., in the amount of \$3,142.30 per month (\$37,707.60 for a 12 month term) to provide custodial services for the 12<sup>th</sup> Avenue Recreation Center, Irving Recreation Center, Whittier Recreation Center and Little Axe Community Center.