



CITY OF NORMAN, OK STAFF REPORT

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-2425-18 AND CONTRACT K-2425-48: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UNLIMITED TREASURES, L.L.C., IN THE AMOUNT OF \$3,564 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE ADULT WELLNESS AND EDUCATION CENTER (AWE).

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.

On April 13, 2021, the Norman Municipal Authority approved Contract K-2021-115 with Crossland Construction Company, Inc., to provide Construction Management at Risk Services for the Adult Wellness and Education Center (AWE) at 602 N. Findlay Avenue, Norman, OK. The project was completed in November 2023 and is operated by Healthy Living Norman. The AWE is a 23,000-square-foot building with an indoor pool, indoor walking track, and multiple fitness areas with locker rooms having showers, bathrooms, and sinks; multipurpose and art-specific classroom and lounge areas; two restroom facilities; four cabana rooms; and one full kitchen area with one bathroom.

DISCUSSION:

Four proposals to provide custodial services for the AWE (RFP 2425-18) were received in the Parks and Recreation office on September 19, 2024, from the following cleaning contractors:

1. Anago Cleaning Service
2. Goodwill Cleaning
3. Unlimited Treasures (DQ)
4. Anchor Cleaning

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. Unlimited Treasures and Anago were the lowest bids, with a difference of \$85.40 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Unlimited Treasures, which had the lowest bid price, as they met all the requirements in the Request for Proposal. Unlimited Treasures is a full-service commercial janitorial cleaning company in Oklahoma City, Oklahoma. Unlimited Treasures is cleaning Millwood High School, Community Abundant Life Church, W Services Group, and JW Construction Properties. References were checked, and positive reviews for Unlimited Treasure's custodial services were provided.

The proposal submitted by Unlimited Treasures, LLC, includes a base fee of \$3,564 per month, which provides 45 hours per week and autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administration 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 City Council. The services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that City Council approve Contract K-2425-48 in the amount of \$3,564 per month (\$42,768 for a 12 month term) to provide custodial services for the Adult Wellness and Education Center (AWE).