



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/22/2023

REQUESTER: Mike White, Fleet Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-48: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ANAGO CLEANING SYSTEMS TO PROVIDE CUSTODIAL SERVICES FOR THE CITY'S FLEET MAINTENANCE FACILITIES AND THE NORMAN TRANSIT CENTER FOR THE TOTAL MONTHLY FEE OF \$1,736.52.

BACKGROUND:

On July 24, 2021, City Council approved contract K-2122-32 with TRT Enterprises L.L.C. This contract consisted of janitorial services for the City's Fleet Facilities located at 1301 Da Vinci Street and the Transit/Public Safety Facility at 1310 Da Vinci Street. Terms of the contract for both facilities are set to end on August 24, 2023. The total monthly fee for this service is \$4,395.00. With the addition of the Norman Transit Center located at 320 E. Comanche to be opened later this summer and our current janitorial contract up for renewal, staff felt this was a good opportunity to rebid this service to include all three facilities.

DISCUSSION:

The City sought proposals through Request for Proposal RFP-2223-58. A mandatory in-person facilities walk-through was held on June 20, 2023, with four cleaning services attending. AHI of Dallas, Capital Cleaners of OKC, Anago Cleaning Systems of OKC, and Alliance Maintenance of Norman. On July 5, 2023. One proposal was received by Anago Cleaning Systems. This proposal was reviewed and evaluated by Mike White; Fleet Program Manager, Brian Churchwell; Fleet Equipment Support Supervisor, Jeff Parker; Fleet Transit Repair Supervisor and Taylor Johnson, Transit and Parking Program Manager, based on price, quality, and experience providing similar services. Anago Cleaning Systems was the only bid and proposed the lowest cost for services to clean all three (3) facilities. Anago provided ten references in their proposal. Fleet staff found all ten (10) to be satisfied with the services provided under their various agreements with Anago Cleaning Systems. If approved, services provided by Anago is expected to save the City up to \$2,658.00 monthly.

Fleet Facility Cleaning Services - \$475.10

The proposal submitted by Anaog Cleaning Systems also includes a flat fee of \$475.10 for 1301 Da Vinci St. per month for the following services for the Fleet Facility hallways, office, conference room, restroom, and breakroom/locker room areas:

- **Daily** (5 times/week) – vacuum and/or sweep flooring, empty all trash cans, clean receptacles, reline trash cans with fresh liners, remove any loose items from the floor, remove debris from flooring and seating as needed, sweep and mop the floors, clean and disinfect the restrooms, and replace all paper towels, toiletries, and soaps as needed, and complete post-cleaning inspection form provided by the City.
- **Weekly** (on Thursdays) –mop hard floors; clean all facility windows to a streak-free finish. Administer a hospital/industrial-grade disinfectant to the interior of the facility.
- **Monthly** (Last Thursday of the month) -Polish hard flooring with a buffing machine with appropriate chemicals. Remove any expired items in the breakroom refrigerators.

Transit/Public Safety Facility Cleaning Services - \$880.43

The proposal submitted by Anago Cleaning Systems also includes a flat fee of \$880.43 for 1310 Da Vinci St. per month to provide the following services for the new EVT/Transit Maintenance Facility hallways, office, conference room, restroom and breakroom/locker room areas:

- **Daily** (6 times/week)– vacuum and/or sweep flooring, empty all trash cans, clean receptacles, reline trash cans with fresh liners, remove any loose items from the floor, remove debris from flooring and seating as needed, sweep and mop floor, clean and disinfect the restrooms, and replace all paper towels, toiletries, and soaps as needed.
- **Weekly** (on Thursdays) –mop hard floors; clean all facility windows to a streak-free finish. Administer a hospital/industrial-grade disinfectant to the interior of the facility.
- **Monthly** (Last Thursday of the month) -Polish hard flooring with a buffing machine with appropriate chemicals. Remove any expired items in the breakroom refrigerators.

Transit Center - \$380.99

The proposal submitted by Anago Cleaning Systems also includes a flat fee of \$380.99 for 320 E. Comanche St. per month to provide the following services for the new Transit Center hallways, office, waiting room, restrooms, and breakroom areas:

- **Daily** (6 times/week)– vacuum and/or sweep flooring, empty all trash cans, clean receptacles, reline trash cans with fresh liners, remove any loose items from the floor, remove gum or like debris from flooring and seating as needed, sweep and mop floor, clean and disinfect the restrooms, and replace all paper towels, toiletries, and soaps as needed. Clean public restroom twice daily, Monday through Saturday.
- **Weekly** (on Thursdays) –mop hard floors; clean all facility windows to a streak-free finish. Administer a hospital/industrial-grade disinfectant to the interior of the facility.
- **Monthly** (Last Thursday of the month) -Polish hard flooring with a buffing machine with appropriate chemicals. Remove any expired items from the breakroom's refrigerator.

The vendor's monthly fee includes all cleaning supplies not supplied by the City, such as equipment, cleaners, disinfectants, and trash liners. The vendor will provide a weekly supply list of consumables that the Fleet Division will purchase to save on the markup cost of sanitation supplies. The FYE 2024 Budget includes funding for these services and is budgeted in Fleet Transit Maintenance & Repair Contract Other (Account 27550276-44227), Fleet Business Services-Other Business (Account 10550170-44199), Transit Administration Maintenance & Repair Contract Building (Account 27550277-44227), and Fleet Heavy Equipment Business Services-Janitorial (Account 15550172-44199).

The agreement's effective date will be August 25, 2023, and extend through August 23, 2024, subject to the annual appropriation of sufficient funding by City Council. The agreement is auto-renewable subject to a yearly allocation of adequate funding and includes a sixty (60) day written notice for termination provision.

RECOMMENDATION:

Staff recommends that Contract K-2324-48 with Anago Cleaning Systems be approved.