



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 12/12/2023

**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 CONTRACT K-2324-102; A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SOURCE ONE FACILITY MAINTENANCE IN THE AMOUNT OF \$43,046 TO PROVIDE CUSTODIAL SERVICES FOR THE ADULT WELLNESS CENTER AND BUDGET APPROPRIATION FROM THE GENERAL FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

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### **BACKGROUND:**

The Facility Maintenance division's janitorial staff consists of two full-time employees who are assigned daily duties with supply chain deliveries, cleaning inspections, and daily cleaning of needed areas on the main campus. As we no longer employ staff members to perform custodial cleaning, the facilities maintenance division has entered into month-to-month cleaning agreements with a custodial contractor to perform cleaning services at the City's main complex buildings A, B, and C.

In Spring 2022, a contract was signed to build the new Adult Wellness and Education Center (AWE) at 602 North Findlay Avenue. The AWE opened to the public in November of 2023. The Wellness Center is a 50,000-square-foot building with a spacious gym, indoor exercise pool, craft and art rooms, exercise classrooms, meeting rooms, and physical therapy rooms.

### **DISCUSSION:**

Four proposals to provide custodial services for the AWE were received in the Parks and Recreation office through RFP- 2324-28 on November 1, 2023, from Source One, Capitol Cleaning, Central Janitorial, and Reliance Cleaning.

Proposals were reviewed and evaluated by Facility Maintenance staff based on experience providing similar services, references, cost, and overall ability to deliver specified services. After assessing each proposal, staff recommended the proposal submitted by Source One Facilities Maintenance. Source One is a full-service commercial janitorial cleaning company located in Tulsa with an office in the Oklahoma City metro. Source One is currently cleaning a MAPS 3 Wellness Center in Oklahoma City, First Oklahoma Bank in Tulsa, and Mid-Del Tech Center in Midwest City. References were checked, and positive reviews were provided for Source One's

work. The proposal submitted by Source One includes a base fee of \$3,588 per month plus per-occurrence fees for deep cleaning of floors and windows. The FYE 2024 budget does not include funding for this facility's services. Staff will request a recurring budget increase to cover the total contract amount during the FYE 25 budget process.

**RECOMMENDATION 1:**

Staff recommends appropriating \$43,056 from the General Fund Balance (account 10-29000) to the Facility Administration Miscellaneous Services-Other account (10770430-44799).

**RECOMMENDATION 2:**

Staff recommends approval of Contract K-2324-102 in the amount of \$43,056 with Source One Facility Maintenance to provide custodial services for the Adult Wellness Center.