



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 09/09/2025

**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-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER

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### **BACKGROUND:**

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

### **DISCUSSION:**

Five proposals for RFP-2425-42 were received on April 2, 2025 from cleaning contractors to provide custodial services for the Adult Wellness and Education Center (AWE), Emergency Control Center (ECOC), Development Center (Bldg D), Police (Bldg B), Municipal Courts (Bldg A), HR/IT (Bldg C), City Hall, 12<sup>th</sup> Avenue Recreation Center, Little Axe Community Center, Fleet Offices, Fleet Transportation Maintenance, Fleet Bus Transportation Hub, Park Maintenance, Rotary Park Rental, Andrews Park Rental, Young Family Athletic Center (YFAC) and Norman Investigation Center (NIC).

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. One proposal was disqualified, and Clean Freaks 405, LLC and Alliance Maintenance were the lowest bids with a difference of \$987.00 per month cost. After evaluating each proposal, the staff recommended the proposal submitted by Clean Freaks 405, LLC, which had the lowest bid price, as they met all the requirements in the RFP. Clean Freaks 405, LLC currently cleans Caldera Electric, Trinity Church USIC, and Vital Care Pharmacy. References were checked, and positive reviews for Clean Freaks 405, LLC and their custodial services were provided.

During contract negotiations, Clean Freaks 405, LLC and Facility Maintenance came to a mutual agreement not to include the YFAC in their scope of work due to the size of the YFAC facility on top of them taking over custodial services on fifteen (15) other City Facilities. Facility staff then moved on to Alliance Maintenance, which previously cleaned the YFAC and agreed to match Clean Freaks 405, LLC's pricing.

The proposal submitted by Alliance Maintenance includes a base fee of \$12,635 per month, which provides nightly cleaning seven nights per week for the YFAC. Deliverables include autonomous cleaning equipment and per-occurrence fees for deep cleaning of floors and windows. Funds are available in the Facility Administration Services, Miscellaneous Services-Other (Account #10770430-44799).

If approved, the proposed contract will last for an initial one (1) year term. The contract may be extended by mutual agreement for four (4) additional one (1) year terms, provided sufficient appropriations are made by the Council. The specific services provided are outlined in Exhibit A of the contract.

**RECOMMENDATION:** It is recommended that the City Council approve Contract K-2526-35 in the amount of \$12,635.00 per month (\$151,620.00 annual total) for a one (1) year term, with options to renew, to provide custodial services for the City of Norman YFAC.