



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 12/13/2022

**REQUESTER:** Wade Thompson, Parks and Facilities Manager

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

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2223-65: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING OKC, LP, IN THE AMOUNT OF \$137,760 TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY CENTRAL.

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**BACKGROUND:** In October of 2015, Norman residents passed the Norman Forward Initiative funding a variety of Quality of Life projects through a ½ percent sales tax increase over 15 years. Included in the NORMAN FORWARD Initiative was a project to construct a new Central Library on Acres Street.

The 78,642 square foot (sq. ft.) Central Library includes approximately 13,700 sq. ft. of children's space and 2,250 sq. ft. containing a marketplace, which consists of the magazine and newspaper area. Also included in the Library is Friends of the Norman Public Library store and a café; 18,000 sq. ft. of adult services area; 2,700 sq. ft. of teen space; 2,500 sq. ft. of local history space; 4,950 sq. ft. of meeting room space; and approximately 8,500 sq. ft. of staff space and "back of house" service space.

As stated in our current contract with Pioneer Library Systems, custodial services are provided by the City of Norman. Custodial Services for the Norman Public Library Central will be awarded for one year with the option to renew with the consent of both parties an additional four years.

**DISCUSSION:** Four proposals to provide custodial services for the Norman Public Library Central (RFP 2223-24) were received in the Parks and Recreation Office on October 14, 2022, from:

1. Capitol Cleaning OKC, Oklahoma City;
2. Office Pride, Oklahoma City;
3. Strategic Janitorial Solutions, Oklahoma City; and
4. Goodwill Industries of Central Oklahoma, Oklahoma City.

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. After evaluating each proposal, Staff recommended the proposal submitted by Capitol Cleaning OKC. Capitol Cleaning OKC is a full-service commercial janitorial cleaning company in Oklahoma City. Capitol Cleaning OKC is currently cleaning the Norman Public Library East, and Central Library. Library staff has had excellent service over the past three years from Capitol.

The proposal submitted by Capitol Cleaning includes a base fee of \$11,480 (same cost as bid in 2019) per month plus per-occurrence fees for deep cleaning of floors and window cleaning. The FYE 2023 Budget includes funding for these services and is budgeted in Contract-Maintenance and Repair Services (Account No. 10120280-44227). The Norman Forward Fund will provide partial funding for this contract.

If approved, the proposed contract will become effective January 1, 2023, and continue through January 1, 2024. Provided the services outlined in the contract and proposal and the price remains unchanged, the specifications allow for an extension of the contract by mutual agreement of both parties for four (4) additional 12-month periods after sufficient appropriations have been made through the adoption of the budget in each fiscal year.

**RECOMMENDATION:** Staff recommends Contract K-2223-65 with Capitol Cleaning OKC, LP, be approved.