



## 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, Parks and Recreation Director

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF AWARDED CONTRACT K-2223-73: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAVO! BUILDING SERVICES IN THE AMOUNT OF \$114,214.80 TO PROVIDE NIGHTLY CUSTODIAL SERVICES FOR THE NORMAN MUNICIPAL COMPLEX.

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### **BACKGROUND:**

The Facility Maintenance Division's permanent part-time custodial staff that maintains the Municipal Complex has historically had a high turnover rate. In September 2022, two positions were vacant with little applicant activity, and the remaining two abruptly terminated their employment. In response, The Facility Maintenance Department entered into a month-to-month service agreement with a custodial contractor to sustain these essential services to City Hall, buildings A, B, and C.

In the FYE 2023 budget, \$50,000 was allocated to Facilities Maintenance Miscellaneous Services - Other (account 10770430-44799) to be used for custodial services at the renovated Development Center after the project is complete. The Development Center is in excess of 50,000 square feet and will house several departments, including Parks and Recreation, Public Works, Planning, Finance, and Utilities. The Development Center will also include several public meeting rooms, a catering kitchen, employee breakrooms and an exercise area.

### **DISCUSSION:**

Seven proposals to provide custodial services for the City of Norman Municipal Complex (RFP-2223-30) were received in the Parks and Recreation Office on November 18, 2022, from Capitol Cleaning OKC, Oklahoma City; Office Pride, Oklahoma City; Strategic Janitorial Solutions, Oklahoma City; Goodwill Industries of Central Oklahoma, Oklahoma City; BRAVO! Building Solutions, Mustang; Source One; Oklahoma City; and WCD Enterprises, 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

BRAVO! Building Services. BRAVO! is a full-service commercial janitorial cleaning company located in Mustang, OK, and services the greater OKC metro area. Bravo! Building Services is currently cleaning the OKC Chesapeake and Love Corporate Campus. City staff has checked references provided by BRAVO! and their clients reported excellent service at their facilities for years from BRAVO! Building Services.

The proposal submitted by BRAVO! includes a base fee of \$9,517.90 per month plus per-occurrence fees for deep cleaning of floors and windows. The FYE 2023 Budget includes funding for these services and is allocated to Facilities Maintenance, Miscellaneous Services - Other (account 10770430-44799). Funds were transferred from Custodial Services Part-time Salaries (account 10770131-42002) to Facilities Maintenance Miscellaneous Services - Other (account 10770430-44799) on November 23, 2022, to supplement the funds for Custodial Services Acct for the remaining fiscal year of 2023.

If approved, the proposed contract will become effective January 1, 2023, and continue through December 31, 2023. Provided services outlined in the contract and proposal are specifications that allow for an extension of the contract by mutual agreement of both parties for four additional 12-month periods after sufficient appropriations have been made through the budget adoption in each fiscal year.

**RECOMMENDATION:** Staff recommends Contract K-2223-73 with BRAVO! Building Services be approved.