



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/23/2024

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-2324-134: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$8,398 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.

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.

On February 8, 2021, the Norman Municipal Authority approved Contract K-2021-97 with GE Johnson to build the Young Family Athletic Center (YFAC) at 2201 Trae Young Drive, Norman, OK. The project will be completed in March of 2024. The YFAC is a 130,000-square-foot building with a spacious nine-court basketball/volleyball gym, indoor competition and warm-up pool, meeting rooms, and access to a medical facility and physical therapy rooms.

DISCUSSION:

Nine proposals to provide custodial services for the YFAC (RFP 2324-28), were received in the Parks and Recreation office on January 11, 2024, from the following cleaning contractors:

1. Alliance Maintenance, Inc.
2. Anago Cleaning service
3. Capitol Cleaning
4. SourceOne cleaning
5. Goodwill Cleaning
6. Office Pride
7. R+K
8. Office Express (DQ)
9. Unlimited Treasures (DQ)

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. Office Express and Unlimited Treasures were disqualified for technical reasons.

Alliance Maintenance and Anago were the lowest bids, with a difference of \$698.07 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Alliance Maintenance, Inc., the lowest bid price, as they met all the requirements in the Request for Proposal. Alliance Maintenance, Inc. is a full-service commercial janitorial cleaning company in Norman, Oklahoma, with branch offices in several other cities and states. Alliance Maintenance, Inc., is cleaning the Sooner Mall, BancFirst, and YMCA. References were checked and positive reviews for Alliance Maintenance, Inc., custodial services were provided.

The proposal submitted by Alliance Maintenance, Inc., includes a base fee of \$8,398 per month, which provides for fifty-three hours per week of porters and autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. This amount only provides services for the City's portion of the YFAC and not the Norman Regional space. Funds are available in YFAC Misc. Contract Services account #24770412-44229.

If approved, the proposed contract will become effective March 1, 2024, and continue through December 31, 2024. The contract may be extended by mutual agreement for four (4) additional twelve (12) month periods provided sufficient appropriations are made by Council. Provided services are outlined in Exhibit A to the contract.

RECOMMENDATION: It is recommended that City Council approve Contract K-2324-134 to Alliance Maintenance, Inc., in the amount of \$8,398 per month (\$75,582 for the initial 9 month term, and \$100,776 for every 12 month term thereafter) to provide custodial services for the Young Family Athletic Center.