



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/12/2025

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-3: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLEAN FREAKS 405, L.L.C., IN THE AMOUNT OF \$22,182.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR CITY OF NORMAN FACILITIES

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 Municipal Complex 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 the following cleaning contractors to provide custodial services for the Adult Wellness and Education Center (AWE); Emergency Control/Operations Center (ECOC); Development Center (Building D); Police Headquarters (Building B); Municipal Courts (Building A), Human Resources/Information Technology Department Building (Building C); City Hall (201 West Gray); 12th Avenue Recreation Center; Little Axe Community Center; Fleet Management Division Offices; Fleet Transportation Maintenance; Fleet Bus Transportation Center; Park Maintenance Facility; Rotary Park Rental Facility; Andrews Park Rental Facilities; Young Family Athletic Center (YFAC); and Norman Investigation Center (NIC):

1. Clean Freaks 405, LLC
2. Source One
3. Unlimited Treasures
4. Alliance
5. Bori

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. Bori was disqualified, and Clean Freaks 405, LLC and Unlimited Treasurers were the lowest bids, with a difference of \$987 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-2425-42. 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. Staff and Clean Freaks 405, LLC agreed to remove the Young Family Athletic Center and the Transportation Hub from this agreement.

The proposal submitted by Clean Freaks 405, LLC includes a base fee of \$22,182.00 per month, which provides a combined 344 hours per week for the above-mentioned City facilities, autonomous cleaning equipment, and per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administration Services, Miscellaneous Services-Other (Account 10770430-44799).

If approved, the proposed contract will become effective August 15, 2025, and continue through August 14, 2026. The contract may be extended by mutual agreement for four (4) additional one (1) year terms, provided sufficient appropriations are made by Council. The services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that the City Council approve Contract K-2526-3 in the amount of \$22,182.00 per month (\$266,184.00 total for the 12-month term) to provide custodial services for the City of Norman Facilities as outlined in Exhibit B to the contract.