



CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Consideration of approval to award the Janitorial Services contract to RNA Facilities Management in the amount of \$182,743.64 for a one (1) year contract with the option of two (2) one-year renewals.

SUBMITTING DEPARTMENT: Integrated Solutions, Facilities Management

EXPENDITURE REQUIRED	\$ 182,743.64
AMOUNT BUDGETED	\$ 164,500 CH, CC, PS, & DPW \$ 2,100 Township Hall \$ 10,200 Lakeshore Park <u>\$ 16,000 Gun Range</u> \$ 192,800
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	101-265.00-814.200 CH, CC, PS, & DPW 101-265.00-840.400 Township Hall 101-265.10-814.200 Lakeshore Park 101-301.00-920.301 Gun Range

BACKGROUND INFORMATION: The City of Novi contracts janitorial services for nearly all the buildings in its portfolio;

- Civic Center (City Hall and the Community Center),
- Public Safety Building,
- Firing Range,
- Department of Public Works,
- Township Hall, and
- Lakeshore Park Community Building

The City entered into its current contract in 2019 with RNA Facilities Management. Their current contract was for one year with two optional one-year renewals. A Request for Proposal (RFP) was advertised on the Michigan Intergovernmental Trade Network (MITN) website. A mandatory pre-bid meeting/site visit was held on November 15, 2022, which eleven firms attended.

City Hall	\$28,600.08
Community Center	\$47,260.08
Public Safety	\$53,547.60
DPW	\$25,344.84
Firing Range	\$15,728.04
Township Hall	\$2,100.00
Lakeshore Park	\$10,163.00

Three (3) proposals were received and reviewed by a team consisting of members from Public Safety, Facilities Management, and DPW. During the evaluation, the team reviewed the supplemental questionnaire to the bid package, performed walkthroughs of the facilities, spoke with references, and met with company representatives of each proposal. Ultimately, the team recommends that RNA Facilities Management continues to conduct the janitorial services for the City. RNA is also contracted with Washtenaw County, Southfield Police Department, and Detroit Public Schools. Therefore, our team believes RNA can carry out the contract due to their familiarity and book of business with other municipalities.

RECOMMENDED ACTION: Approval to award the Janitorial Services contract to RNA Facilities Management in the amount of \$182,743.64 for a one (1) year contract with the option for two (2) one-year renewals.