



CITY OF NOVI CITY COUNCIL
FEBRUARY 5, 2024

SUBJECT: Consideration of approval to award the Janitorial Services contract to Master Maintenance in the amount of \$199,674.18 for a one (1) year contract with the option of two (2) one-year renewals.

SUBMITTING DEPARTMENT: Integrated Solutions, Facilities Management

EXPENDITURE REQUIRED	\$199,674.18
AMOUNT BUDGETED	\$230,000.00
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	101-265.00-814.200

BACKGROUND INFORMATION:

The City of Novi contracts janitorial services for the following locations: City Hall/Civic Center, Public Safety Building, Firing Range, Department of Public Works (DPW), Township Hall, and Lakeshore Park Community Building. The current contract was established in 2023 and consisted of a one-year contract with two one-year renewals. After evaluating the current vendor's performance, and with input from our partners at each location covered by the agreement, we have opted not to renew the existing contract with the current contractor.

A Request for Proposal (RFP) was posted on the Michigan Intergovernmental Trade Network (MITN) website. A mandatory pre-bid meeting/site visit was held on January 11, 2024, which eleven firms attended. Six proposals were received and reviewed by a team consisting of staff 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. Wayne County Roads Division, Macomb Township, and Chesterfield Township are currently contracting Master Maintenance. All three provided excellent references and positive feedback on

Master Maintenance. The team believes Master Maintenance understands the scope of work and can carry out the contract.

RECOMMENDED ACTION: Approval to award the Janitorial Services contract to Master Maintenance for \$199,674.18 for a one (1) year contract with the option for two (2) one-year renewals.