



## Facilities Management

**To: Mayor and Town Council**  
**From: Robert Cook, Facilities Manager**  
**Through: Chuck Ewings, Assistant Town Manager**  
**Re: Custodial Contract**

**Town Council Meeting – October 10, 2023**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

---

**Agenda Item:**

Consider and act upon awarding RFP No. 2023-27-A to UBM Enterprises Inc. related to custodial services for Town facilities; and authorizing the Town Manager to execute a contract for services for the same.

**Description of Agenda Item:**

The TDI contract for facilities management was not renewed and the Town must contract a custodial service. Staff received and reviewed 16 proposals and recommends UBM enterprises to provide custodial services. This contract will cover Town Hall, Police Department, Fire Services, the Parks Administration, and Public Works buildings.

The previous contract cost was \$170,490 annually, the proposed contract cost of \$157,004.28 provides some savings.

**Budget Impact:**

The budget impact for the contract will be \$157,004.28 from Facilities budget, 100-5480-50-05. This contract is for one year with 4 automatic renewals unless terminated by the Town.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Contract for Services

**Town Staff Recommendation:**

Town Staff recommends awarding RFP No. 2023-27-A to UBM Enterprises Inc. related to custodial services for Town facilities; and authorizing the Town Manager to execute a contract for services for the same.

**Proposed Motion:**

I move to approve awarding RFP No. 2023-27-A to UBM Enterprises Inc. related to custodial services for Town facilities; and authorizing the Town Manager to execute a contract for services for the same.