



AGENDA MEMO

Business of the City Council

City of Sweeny, Texas

Meeting Date	12/13/2023	Agenda Item	
Approved by City Manager		Presenter(s)	Administration
Reviewed by City Attorney		Department	City Manager
Subject	Discussion and possible action on janitorial contract		
Attachments	Prior Contract; Requested Rates; RFP		
Financial Information	Expenditure Required:	See below	
	Amount Budgeted:	See below	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

The City's current janitorial services provider has been on a month to month basis without contract since last year and has requested an increase in wages for the past several years, that has not been granted. Does the City want to complete a contract with the rate increase requested, leave as is on a month to month basis, or put out an RFP. The City is only looking for direction on proceeding. City has prepared an RFP for advertising if wanted- attached for viewing.

Considerations in pursuing an RFP: City is to contract with the lowest responsible bidder. There is a chance we may not receive any bids and/or receive a larger increase in price as the lowest responsible bid.

Building	Community Center- as rented	Library- 5 days/week	Seniors- 2 days/ week
Current Rate	\$90.00 as rented	\$20.00 per day	\$40.00 per day
Requested Rate	\$100.00 as rented	\$30.00 per day	\$65.00 per day
Increased Amount Requested	\$10.00 per rental	\$10.00 per day/ \$50.00/wk	\$25.00 per day/ \$50.00/wk

Total FY 23 Janitorial Services Paid	\$9,340.00 CC and Library Combined: Separated for FY24		\$4,160.00
Year to Date 10/01/23-11/30/23	\$990.00	\$860.00	\$720.00

Budgeted FY24	\$4,000.00	\$4,000.00	\$3,500.00
Current Rate FY24 Projected @ 52 weeks; We did split the CC & Library this year within the budget and the overages would be able to be utilized to cover overages in other janitorial services.	\$1,000.00 APPROX *Will be UNDER Budget by approx. +\$3,000.00	\$5,200.00; -\$1,200.00 Over Budget	\$4,160.00; -\$660 Over Budget
Requested Rate FY24 Projected @ 52 weeks	Paid by Renters-Offset	\$7,800.00; -\$3,800.00 Over Budget	\$6,760.00; -\$3,260.00 Over Budget

Recommended Action

Continue month to month as is?

To enter into a contract with the current janitorial contractor provider to include the increased wages as requested?

To advertise an RFP and complete the required bidding process in order to solidify a contract for janitorial services?