



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

<b>Meeting Date</b>		<b>Agenda Item</b>	
<b>Approved by City Manager</b>		<b>Presenter(s)</b>	City Manager/City Secretary
<b>Reviewed by City Attorney</b>		<b>Department</b>	Administration
<b>Subject</b>	Discussion and possible action to select a janitorial service provider per the RFP completed		
<b>Attachments</b>	Proposal Received; RFP advertised		
<b>Financial Information</b>	Expenditure Required:	See below	
	Amount Budgeted:	See below	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

#### Executive Summary

At the December 13, 2023 meeting, Council instructed staff to advertise an RFP (request for proposal) for a janitorial services contractor. After the December 13, 2023 meeting, the city ran the request for 4 weeks. Sealed proposals were accepted until 02/08/2024 at 3PM. The only proposal received is from the incumbent janitorial services provider, Stacy Escobar.

<i>Building</i>	<i>Proposed Price</i>	<i>Vs.</i>	<i>Current Price</i>
<i>Community Center</i>	\$100.00 per cleaning		\$90.00 per cleaning
<i>Library</i>	\$40.00 per cleaning (5xwkly)		\$20.00 per cleaning (5xwkly)
<i>Seniors Building</i>	\$75.00 per cleaning (2xwkly)		\$40.00 per cleaning (2xwkly)

<b>Budgeted FY24</b>	<b>Community Center \$4,000.00</b>	<b>Library \$4,000.00 -5 days/wk</b>	<b>Seniors \$3,500.00 2 days/wk</b>
<b>Current</b> Rate FY24 Projected @ 52 weeks; <i>We did split the CC &amp; Library this year within the budget and the overages would be able to be utilized to cover overages in other janitorial services. \$90.00 Per cleaning now.</i>	\$1,000.00 APPROX <b>*Will be UNDER Budget</b> by approx. +\$3,000.00	\$5,200.00; <b>-\$1,200.00 Over Budget</b>	\$4,160.00; <b>-\$660 Over Budget</b>
<b>Requested</b> Rate FY24 Projected @ 52 weeks APPROX. Figures. 20 weeks calculated at current rate/ 32 calculated at new rate	Paid by Renters-Offset of <b>\$90.00, \$10.00 will cut into city revenue per rental; total requested \$100.00 per cleaning</b>	\$8,400.00; <b>-\$4,400.00 Over Budget</b>	\$6,400.00; <b>-\$2,900.00 Over Budget</b>
Next FY with new rates Approx Figures	SAME as above	\$10,400.00	\$7,800.00

#### Recommended Action

Staff recommends to award Stacy Escobar the janitorial services contract for the FY 23/24 and to adjust prices accordingly.