



AGENDA MEMO

Business of the City Council

City of Sweeny, Texas

Meeting Date	05/21/2024	Agenda Items	
Approved by City Manager		Presenter(s)	Kaydi Smith
Reviewed by City Attorney		Department	Building Services/RFP/City Secretary
Subject	Discussion and possible action to award a janitorial service provider in response to submittal received from recent advertised request for proposal (RFP)		
Council Strategic Goals			
Attachments / Supporting documents	Proposals (2); Previous AgMemo with Budgeted Information		
Financial Information	Expenditure Required:	See below	
	Amount Budgeted:	See below	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

The Janitorial Services RFP was originally advertised for four weeks with one proposal received. At the February 20th, 2024 meeting, Council requested to re-advertise for additional bids. Staff advertised for an additional 30 days, ending 03/26/2024 to include advertising in The Facts newspaper. The City received 2 proposals (attached); one from the incumbent provider, Stacy Escobar, and one from Teresa Zamora of Tessa Lynn's Cleaning Service. Both are attached for viewing. Bid tabulation is attached with corresponding notes.

Due to questions and clarifications needed for one of the proposals along with statute requirements, a clear comparison justifying the lowest cleaning rate for financial purposes and correct cleaning schedules was not obtained, as once bids are opened, they cannot be changed.

Basing a decision off of the received proposals and bid tabulation, Stacy Escobar's proposal is the clearest proposal, allowing for transparency of final costs associated for all buildings/cleanings associated and received the highest total score.

Tessa Lynn's proposal is unclear as to if the proposal is on an hourly rate and/or maximum amount, what is included in the amounts, if exceeding- are the prices to be modified, and if there are not rentals at the Community Center, are we (the City) still charged?

Please note-- the first run of the RFP and bid posting within the Council packet was addressed. Bid was removed upon request after second advertisement and could be misconstrued as a disadvantage to the original RFP.

Accepting a proposal that is most responsive to specifications may not always mean the lowest-price.

Original Agenda Memo from the February meeting is attached to show budgeted FY24 rates to include \$4,000.00 for the Community Center, \$4,000.00 for the Library, and \$3,500.00 for the Seniors building. Please see the notes on the previous agenda memo regarding split of funds.

Recommended Action

OPTIONS:

- To award a janitorial services contractor and to adjust prices accordingly.
- To award a janitorial services contractor and allow staff to negotiate a more definite agreement.
- The governing body of the city may reject any and all received; keeping the current contractor on a monthly basis as is until next budget cycle and incorporate accordingly.
- The governing body of the city may reject any and all received; keeping the current contractor on a monthly basis as is until next budget cycle and incorporate a part time janitorial position for all city buildings within the newly adopted FY 25 budget.