

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: September 16, 2024

Topic:

Approve a Service Agreement renewal with ABM Texas General Services, Inc. for the janitorial services and supplies for City facilities, for a not-to-exceed amount of \$120,000 (RFP 2023-19), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures were included in the Fiscal Year 2024-2025 Budget.

Background:

ABM was selected in 2023 through the Request for Proposals process (RFP 2023-19), which allowed for interested parties to submit their qualifications and proposal to provide janitorial services to City facilities, as well as provide janitorial supplies including toilet paper, paper towels, trash can liners, etc.

The proposed services agreement renewal with ABM Texas General Services, Inc. (ABM) is for fiscal year 2025, beginning October 1, 2024, and expiring September 30, 2025. The original services agreement with ABM was for a one-year term, with three additional one-year renewals. Based on the original services agreement the renewal for FY 2024-2025 will be the first allowable renewal with two additional one-year renewals remaining.

The total annual agreement amount for janitorial services is \$98,016.48, excluding supply purchases, and extra services for festivals, events, and rentals at the Community Center. The services agreement allows for a Consumer Price Index (CPI) increase annually at the time of renewal, the requested increase for the base janitorial services from ABM is three percent (3%), and as of July 31, 2024, the CPI for Houston was 3.6% for services according to the U.S. Bureau of Labor Statistics. Additionally, the additional services including supplies and extra cleaning service, is being increased based on current price trends and demand for supplies and increased additional services requested.

Fiscal Year	Base Price (janitorial services)	Additional Services – Estimated (supplies & extra service)	Total Agreement Price
FY 2024 (October 1, 2023-September 30, 2024)	\$95,161.32	\$19,838.68	\$115,000.00
FY 2025 (October 1, 2024-September 30, 2025)	\$98,016.48	\$21,983.52	\$120,000.00

This item authorizes a service agreement renewal with ABM Texas General Services, Inc. to provide janitorial services and supplies for City facilities for a not-to-exceed amount of \$120,000, to include janitorial services of \$98,016.48 and \$21,983.52 for janitorial supplies.

Origination: Project Management

Recommendation:

Staff recommends approving a Service Agreement renewal with ABM Texas General Services, Inc. for janitorial services and supplies for City facilities for an amount not-to-exceed \$120,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: #100-157-6104
100-157-6311

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date