

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: July 6, 2026

**Topic:**

Workshop Discussion Only – Approve a Service Agreement with Encore One, LLC (DBA Marsden South, LLC) for the janitorial services and supplies for City facilities, for a not-to-exceed amount of \$120,000 (RFP 2026-10), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the proposed Fiscal Year 2026-2027 Budget.

**Background:**

The proposed services agreement with Encore One, L.L.C. (Marsden South) is for fiscal year 2027, beginning October 1, 2026, and expiring September 30, 2027, and has the option for three additional one-year renewals. Marsden was selected through the Request for Proposals process (RFP 2026-10), 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. Four firms submitted sealed proposals, with Marsden being selected as offering the best value to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City’s adopted Procurement Policy and Manual and state procurement law.

This item authorizes a service agreement with Encore One, LLC (DBA Marsden South LLC) to provide janitorial services and supplies for City facilities. Janitorial services and supplies for the first year of the contract will be \$95,954. A complete breakdown of the contract is provided in the table below:

<b>Janitorial Services &amp; Supplies Annual Cost</b>	
<b>Location</b>	<b>Total</b>
City Hall (401 Market St.)	\$14,028
Tomball Police Department (400 Fannin St.)	\$29,510
Administrative Services Building (501 James St.)	\$20,744
Public Works Service Center (501 James St.)	\$8,101
Tomball Community Center (221 Market St.)	\$15,916
IT – Annex Building (105 S. Cherry St.)	\$1,508
Fire Station #1 (1200 Rudel)	\$2,060
Visitors Center (215 W. Main St.)	\$1,566
South Wastewater Treatment Plant (12411 Holderrieth Blvd.)	\$2,521
<b>Base Contract Price (Cleaning Only)</b>	<b>\$95,954</b>
Supplies & Additional Services (Cleanings)	\$24,046
<b>Total Contract:</b>	<b>\$120,000</b>

**Origination:** Project Management

**Recommendation:**

Staff recommends approving a Service Agreement with Encore One, LLC (DBA Marsden South, LLC) 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