



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	October 21, 2024
ITEM TITLE:	Consider and take appropriate action on award of Janitorial RFP
STAFF INITIATOR:	Terri Robinette, City Secretary

BACKGROUND:

Several months ago, Randy asked me to examine our cleaning/janitorial contract. He wanted to understand exactly what the scope of work was, any performance measures, cost, and compliance with Chapter 252 of the Local Government Code. What we learned is that there is no current contract or agreement, and that in fact the Library was using a totally different provider. This being the case, and the fact that the Local Government Code requires competitive bidding for expenditures exceeding \$50,000, we determined a need to address the process.

In May, we began the development of an RFP that involved input from all departments and directors. The following locations were included in the RFP: City Hall, Fire Dept Admin, EDR Plant, Library, Training Center. Schedules for cleaning services were also considered and vary at either 1X, 2X or 3X times per week with specialty cleaning services (carpet cleaning, floor waxing etc...) scheduled on a 2X per year basis.

The finalized RFP was published and advertised with a deadline for submission of September 30, 2024 at 4:00 PM. The City received three proposals before the deadline. Interviews were then conducted with All-Pro Cleaning and American Facility Services, Inc. Lewanda Smith Professional Services is our current, main provider.

Attached you will find a spreadsheet with proposal amounts and staff notes. The next step in this process is for the City Council to award the bid and direct staff to draft a contract with the chosen provider. The contract term will be 1-year with automatic annual renewals up to five years. This contract will be reviewed by the City Attorney prior to execution.

EXHIBITS:

Bid Tabulation Sheet

COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends awarding the janitorial services bid to American Facility Services and direct staff to begin drafting a contract with provider.