

CITY OF DELANO



# REQUEST FOR ACTION

<u>Department Head</u>	<u>City Council Date</u>	<u>Agenda Item</u>
Marlene E. Kittock, City Clerk	December 15, 2009	

Approval of a three year contact for janitorial services contract beginning January 1, 2010 for the City Hall, Senior Center, Library, and Community Center.

**ACTION REQUESTED**

Approval of a three year contact for janitorial services contract beginning January 1, 2010 for the City Hall, Senior Center, Library, and Community Center.

**BACKGROUND**

On October 30, 2009, staff mailed out 9 requests for proposals for a three year janitorial contract for the cleaning of the City Hall/Senior Center, Library, and Community Center (Large room above History Center only – not the museum area on the first floor of the old city hall). The ad was also placed on the City web site and in Delano Eagle and Herald Journal on November 2, and 9 publications. Three additional vendors requested proposals. One of the original mailing was returned by the post office due to it not being deliverable. The current contract with Carlson Building Maintenance is up for renewal effective January 1, 2010. Proposals were to be submitted by November 19, 2009 at 2:00 p.m. The RFP’s included a floor plan of City Hall /Senior Center two stories, and quoting document form, janitorial service specifications, a janitorial schedule of duties or tasks listing and the form of agreement. Eight proposals were received on the 19<sup>th</sup>. Brian Bloch, Gail Sinkel, Carol Plocher and myself reviewed the attached analysis on Friday morning.

Upon the opening 4 bids were within \$2.00 of each other on the weekly bid ranging from \$205.50 to \$207.02 for per week. The remaining four proposals ranged from \$213.22 to \$400.00 a week. Upon closer review of all the proposals, Carlson proposal included the window cleaning within the base bid, of \$207.02, however this proposal did list the weekly cost of \$14.23 for the window cleaning as a separate line item as per the city’s specifications. This proposal was then adjusted to \$192.79 in order to compare all proposals on an equal base.

Staff has established an adequate relationship with Carlson Building Maintenance and any issues that have occurred have been resolved in a timely and satisfactory manner.

The proposed contract has the standard language for termination upon 30 days written notice without reason and with no notice for cause. There is also the standard language to increase or decrease compensation and duties upon mutual consent. Staff recommends awarding the three year contract to Carlson Building Maintenance conditioned upon execution of the contract and submittal of insurance.

At the December 1, 2009, the council tabled this issue and instructed staff to check on references for the four lowest bidders and review again at the December 15, 2009 meeting. Staff is waiting for a response on one of the vendors and as such will have the comments on the reference available Tuesday evening.

**FUNDING**

Fees to be distributed to the general operation of the city general operating budget based upon the area served i.e. City Hall, Senior Center, Library, Community Center etc.

**ATTACHMENTS**

- RFP package
- Analysis worksheet
- Proposal Sheet from the eight vendors.