



## MEMORANDUM

**To:** Mayor and City Council

**From:** Lloyd Mauch, Park Operations Manager

**Via:** Brad Reid, Director of Parks and Recreation

**Date:** January 26, 2021

**Reference:** Consider award of an annual contract for Parks Restroom Cleaning & Related Services to Pure Service Corporation not to exceed \$75,000.00; as budgeted, and authorizing the City Manager to sign all necessary documents.

**2040:** Pillar 0: Foundation of Sustainable Government  
Goal 3: City Infrastructure will be Well-Maintained

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### General Information:

- Bid No. Q-1221-02 for Municipal Parks Restroom Cleaning & Related Services opened December 8, 2020. Contract includes the cleaning and disinfecting of nine (9) sets of restroom buildings in our park system, Monday through Friday, with five (5) bid alternates of additional cleaning services.
- Ten (10) bids received (bid tabulation attached).
- Bid was “Best Value” instead of “Low Bid” with weighted evaluation criteria.
- Not to exceed \$75,000.00 total combined pricing in Schedule A with alternate items one (1) through five (5).
- Contract term is for one-year with options to renew four (4) additional one-year terms.

### Introduction:

On November 20, 2020, the Parks and Recreation Department solicited bids for Park Restroom Cleaning & Related Services. On December 8, 2020, ten (10) cleaning service vendors turned in bids for consideration. Pure Service Corporation was the “low bid” and “best value” bid for base Pricing Schedule A at \$51,000.00. The Parks and Recreation Department also included additional cleaning cycles if needed and five (5) Alternate Pricing Items for consideration should the need occur which were: 1) Graffiti removal, 2) Debris/litter removal, 3) Power washing, 4) Playground cleaning & disinfecting, 5) Pavilion cleaning & disinfecting.

**Analysis:**

The Parks and Recreation Department, Park Operations Division, currently performs all janitorial cleaning duties at the nine (9) restroom buildings in the park system. This is a labor-intensive practice that takes valuable staff resources to accomplish and with the current more stringent COVID disinfecting practices has added more time to complete duties. Current trends that we are seeing in other cities regarding park restroom cleaning services is to contract out that service much like park departments are contracting out mowing services. Additionally, staff is taking on new properties to manage and perform the grounds maintenance services on including the Arts Center and Fire Station #4. Also, staff is adding the additional maintenance of the new highly landscaped medians on E. Parkway Blvd. and Freeport Parkway south of Bethel Rd. that were previously all turfgrass. Awarding this cleaning services contract would allow staff to focus on priority areas where skilled labor is needed to enhance the overall quality of our park system.

The Parks and Recreation Department worked with Purchasing to bid this contract. The evaluation criteria included: purchase price, reputation of the bidder and of the bidder's goods and services, quality of the bidder's goods or services, extent to which the goods or services meet the municipality's needs, bidder's past relationship with the municipality, impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, total long-term cost to the municipality to acquire the bidder's goods or services, and relevant criteria specifically listed in the request for bids or proposals.

Based on best value, lowest bid and strong references, it is our recommendation that Pure Service be awarded Bid No. Q-1221-02 for the Parks Restroom Cleaning & Related Services Schedule A including additional cleaning cycles as needed with optional alternate bid items, one (1) through five (5) and not to exceed \$75,000.00 with options to renew four (4) additional one year terms subject to staff review of the quality and service received.

**Legal Review:**

The Purchasing Department has reviewed the documents and determined that this is an appropriate method of contracting with this firm.

**Fiscal Impact:**

The total fiscal impact would be \$75,000.00 if all estimated cleaning cycles and services are necessary dependent on conditions. The Parks Operations Division general fund budget includes approved 2020-21 funding for this contract in the amount of \$100,000.

**Recommendation:**

The Parks and Recreation Department recommends approval of this item.