



## MEMORANDUM

**To:** Mayor and City Council

**From:** Steven Shore, Facility Manager  
Kent Collins, P.E., Director of Public Works

**Date:** December 8, 2020

**Reference:** Contract Renewal for Janitorial Services

**2040:** Pillar 0: Sustainable City Government  
Goal 3: Well-maintained City Infrastructure

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### General:

- In 2019 a Request for Proposals was utilized with weighted evaluation criteria.
- The lowest responsive, responsible bidder was Oriental Building Services, Inc.
- The original agreement term was effective June 1, 2019 – May 31, 2020 with (4) four (1) one-year renewals. This request is for the first renewal.
- The contract includes service to 16 municipal buildings including the provision of cleaning supplies and materials.

### Introduction:

This agenda item is being presented to consider approval of awarding renewal one (1) of RFP #Q-0419-01 Janitorial Services of 16 Municipal sites to Oriental Building Services, Inc. for a one-year period beginning October 1, 2020, with options to renew an additional three (3), one-year terms, as budgeted; and authorizing the City Manager to sign any necessary documents.

### Analysis:

In 2019, the City of Coppell Facilities Division received proposals for Janitorial Services from approved and licensed Janitorial contractors to provide Janitorial Services for 16 Municipal buildings, including the provision of cleaning supplies and materials. Due to this contract being for citywide service, the proposals were evaluated by a committee that included representatives from Purchasing, Fire, Police, Parks and Public Works.

Facilities worked with Purchasing to solicit the proposal.

In 2019 Oriental Building Services was awarded a five-year contract with review and renewal annually.

**Legal Review:**

The City's standard form contract is being utilized and is reviewed periodically by the City Attorney.

**Fiscal Impact:**

Fiscal impact of this Agenda item is \$392,000.00, as budgeted.

**Recommendation:**

The Public Works Department recommends approval of this item.