



MEMORANDUM

To: Mayor and City Council

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

Date: April 26, 2022

Reference: Consider approval of awarding Bid #Q-0322-03 Cleaning and Related Services of 17 Municipal Buildings.

2040: Pillar 0: Sustainable City Government, Goal 3 Well-maintained City Infrastructure and Facilities

General:

- In February 2022, a Request for Proposals for Janitorial Services was utilized with weighted evaluation criteria.
- The Best Value bidder was Entrust One Facility Services with a bid of \$471,474.71 for a 12-month period.
- The current janitorial contract expires on May 31, 2022.
- This award is for four months for \$157,158.24 with the start of the first one-year term beginning on October 1, 2022 for \$471,474.71 to align with the fiscal year. The first four months is as budgeted. The initial 12-month term will begin October 1, 2022, provided the service is budgeted.
- The contract includes service to 17 municipal buildings including the provision of cleaning supplies and materials.

Introduction:

This agenda item is being presented to consider approval of awarding Bid #Q-0322-03 Cleaning and Related Services of 17 Municipal Buildings, for a four-month period beginning June 1, 2022, for \$157,158.24 as budgeted, and a 12-month period beginning October 1, 2022 for \$471,474.71 if budgeted; with options to renew an additional four (4), one-year terms; and authorizing the City Manager to sign any necessary documents.

Analysis:

In 2022, the City of Coppell Facilities Division and Purchasing Division received 18 responses for Janitorial Services for 17 municipal buildings, including the provision of supplies and cleaning materials. After evaluation of responsive vendors, Entrust One was the recommended vendor to be awarded the contract. Entrust One is currently a City of Coppell vendor being utilized at the Arts Center for full service and the Senior Center for their rentals and have consistently performed to City standards. Because this contract is for Citywide service, the proposals were evaluated by a committee that included representatives from Purchasing, Fire, Parks, and Public Works.

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 \$157,158.24, as budgeted, and \$471,474.71 in FY 2022-23 if budgeted.

Recommendation:

The Public Works Department recommends approval to RFP #Q-0322-03 Janitorial Services to Entrust One Facility Service.