



## MEMORANDUM

**To:** Mayor and City Council

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

**Date:** April 13, 2021

**Reference:** Contract Renewal for Janitorial Services

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

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### General:

- In 2019, a Request for Proposals for Janitorial Services was utilized with weighted evaluation criteria.
- The lowest responsive, responsible bidder was Oriental Building Services, Inc.
- The agreement term is effective June 1, 2019 – May 31, 2020 with (4) four (1) one-year renewals. This request is for the second renewal.
- The contract includes service to 17 municipal buildings including the provision of cleaning supplies and materials.
- The value of this contract renewal is \$410,616.00, as budgeted.

### Introduction:

This agenda item is being presented to consider approval of awarding renewal two (2) of RFP# Q-0419-01 Janitorial Service of 17 Municipal Buildings. for a one-year period beginning June 1, 2021 through May 31, 2022, with options to renew an additional two (2), one-year terms, at a cost of \$410,616.00, as budgeted; and authorizing the City Manager to sign any necessary documents.

### Analysis:

In 2019, after significant difficulty with the existing janitorial contractor, the City of Coppell Facilities Division solicited proposals for Janitorial Services for 16 municipal buildings, including the provision of supplies and cleaning materials. The recently opened office building at Rolling Oaks Memorial Center has since been added bringing the total to 17 municipal buildings. Because this contract is 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 original proposal. Oriental Building Services was awarded a contract with option for up to four annual renewals. Renewals are only recommended if service is satisfactory. Although the contract would allow for two additional renewals, staff anticipates requesting new proposals for these services for next fiscal year to ensure pricing is current with the market. Funds for these services are included within the Facilities operating budget.

**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 \$410,616.00, as budgeted.

**Recommendation:**

The Public Works Department recommends approval of this item.