



## UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

**Meeting Date:**  
7/15/2025

**Item Type:**  
Consent Agenda

**Subject:** Consider Award of a Contract for Janitorial Services

**Prepared By:** Elizabeth Anderson, Purchasing Manager

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### Background:

The City outsources janitorial services for its five (5) buildings: City Hall, Peek Center, UP Public Library, Transfer Station, and the Holmes Aquatic Center. The current contract with Regent Services was awarded in 2019 and all extensions will expire in September 2025. Staff posted RFP # 2025-02 in March to find a new firm to take over these services.

This contract has historically reported to the Parks Department. Staff assembled a committee with representatives from Parks, Public Works, Library, and Police/Dispatch to create the Scope of Work and evaluate responses. The City received ten (10) proposals in April. All responsive proposals were evaluated on criteria including Cost, Work Plan, Client Work History, and Company Stability. Staff then conducted interviews with the four (4) firms that had emerged as finalists based on the score card process. At the conclusion of the interviews, staff requested a Best and Final Offer from **CTJ Maintenance**. Their offer is **\$124,940.00 for twelve months** of cleaning the City's five buildings. This provides for **night cleaning at the Peek Center, Library, Transfer Station, morning cleaning at City Hall and seasonal cleaning of the Holmes Aquatic Center. This proposal also includes one (1) Day Porter at City Hall and one (1) at Peek, Monday through Friday.** Staff especially liked this work plan as being both realistic and appropriate to meet the City's needs. Staff discussed the anticipated addition of the Fondren building with CTJ Maintenance and will seek a quote for this building once construction is complete in 2026.

CTJ Maintenance is based in Irving. They have been in business for 29 years and have over 450 employees. They have worked with several DFW-area government agencies including Denton County, Tarrant County and the cities of Farmers Branch and Carrollton and their reference feedback has been favorable.

This is a one (1) year contract with four (4) optional renewals. If Council approves this contract tonight, CTJ Maintenance will take over cleaning services in the City's buildings in September.

**Fiscal Impact:**

- ☐ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue
- ☐ Proposed Expenditure
- Funding Source FY25/FY26 budget

**Master Plan Goal:**

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input type="checkbox"/>	Affirming Sense of Place	
<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input checked="" type="checkbox"/>	Not Applicable	

**Recommendation:**

Staff recommends that Council award the contract for RFP# 2025-02 Janitorial Services to CTJ Maintenance in the annual amount of \$124,940.00.

**Committee Review (optional):****Attachments:**

The service agreement and score card is attached.