



AGENDA MEMO
6/4/2019 Agenda

TO: Honorable Mayor and City Council

FROM: Elizabeth Anderson, Purchasing Manager

SUBJECT: Consider Award of RFP # 2019-01 for Janitorial Services

BACKGROUND:

The City's contract for janitorial services expires in July 2019. Staff posted RFP # 2019-01 in February for cleaning services at City Hall, the Peek Center, the Library, the Transfer Station, and the Holmes Aquatic Center. Staff received eight responses. A committee consisting of four staff members evaluated each response according to the criteria listed in the RFP:

Company Stability – 10%

Work Plan – 40%

Client Work History – 30%

Cost – 20%

After scoring each response, staff invited the top four respondents to come in for interviews. Each finalist was asked to discuss their staffing process and work plan in more detail. Three finalists were asked to provide Best and Final offers.

Staff is recommending the award of this contract to Regent Services for \$99,946.20 annually. Under the terms of Regent's Best & Final offer, the City buildings will be cleaned at night, and a day porter will be assigned to City Hall and Peek for four hours each weekday. Supervisors will also visit City buildings on a weekly basis to ensure that cleaning standards are enforced, and the City will receive weekly reports regarding any incidents that Regent finds during their work. Staff feels that this work plan offers a cleaning schedule that will meet the expectations of staff and residents. It is also a solution that fits within the City's budget.

Regent's recent clients include the cities of Grapevine, Allen, and Southlake. References from these cities were very positive.

The service agreement from Regent is attached. This is a one (1) year contract with four (4) optional annual renewals.

RECOMMENDATION:

Staff recommends that Council award the contract for RFP# 2019-01 to Regent Services for an annual cost of \$99,946.20.