

AGENDA ITEM: _____

DATE: 11/17/2014

**CITY OF CASA GRANDE
REQUEST FOR COUNCIL ACTION**

Date Submitted: 10/20/2014	Date Requested: 11/17/2014
Type of Action Requested	Subject
<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other	Recommendation to Award a Contract to New Image Building Services, LLC for Casa Grande facilities maintenance Janitorial Services.

RECOMMENDATION:

Staff recommends the Mayor and City Council approve a contract with New Image Building Services LLC in an amount of \$186,923 and authorizing staff spending authority not to exceed \$240,000.

DISCUSSION:

Staff solicited bids from experienced and professional contractors to furnish all necessary labor, supervision, materials, and equipment, to satisfactorily perform janitorial services for City facilities in lieu of self-performing and received 5 bids. Staff reviewed each bid submittal, performed background checks on the low bidders and has selected New Image Building Services LLC as the lowest responsive bidder. If approved, the contract will be one year with an opportunity to extend the contract period for up to 4 additional years. The basis of the bid proposal was set on annual square foot of area cleaned at 180,221 square feet.

The following buildings will be cleaned M-F except Holidays; City Hall Main, City Hall B (Admin), Dorothy Powell Senior Center, Len Colla, Municipal Court, Parks and Recreation, , and Public Works Building (NOC). Public Safety, Police Communication building, and Pro Shop will be cleaned seven (7) days a week including holidays. Public Safety will have a day porter and night custodian and hours will be from 8:00 am thru 10:00 pm. The Library will be cleaned seven (7) days a week excluding holidays. With the amount of foot traffic in the building we felt the need to have this building cleaned seven days a week. The day the Library is closed the building can get a good deep cleaning once a week. They will provide cleaning service to the park restrooms seven days a week after 9:00 p.m. New Image will also be responsible for the locking of these facilities. The "optional extra services" is to allow for special cleaning of carpets, floor tiles and windows over and above that provided for in the base contract. This work would only be necessary in the case of an extraordinary event occurring at one of our facilities. Additionally, staff received bid alternates for several facilities that are currently being cleaned by City staff. Under current work load, we are able to not contract those facilities, but want the option to contract if needed. This is the reason staff is requesting authorization for the total \$240,000 budget amount.

FISCAL IMPACT:

This project is budgeted in the operational budget FY 14-15 for \$215,000. Additionally, there is one-time funding of \$25,000 budgeted in the Parks operations for FY 14-15 account 406-80-000-2215-00 bringing the budget total to \$240,000. Parks cleaning operations will be evaluated and ongoing funding consideration provided for in the FY2016 budget process.

Reviewed by
Finance Director: *Doug Sandstrom*

Reviewed by
City Attorney: *Brett Wallace*

ALTERNATIVES:

Not move forward with cleaning contract at this time.
Hire the staff to clean the facilities in-house
Re-bid contract

Prepared by:

Recommended by:

Approved by:

 Nicholas Stalter
Facilities Maintenance
Supervisor

 Kevin Louis
Director of Public Works

 Larry Rains
City Manager