



Legislation Details (With Text)

**File #:** 19-0495      **Version:** 1      **Name:** 2019 Janitorial  
**Type:** Agenda Item      **Status:** Approved  
**File created:** 8/30/2019      **In control:** City Council  
**On agenda:** 9/10/2019      **Final action:** 9/10/2019  
**Title:** Consider and take action on a resolution rejecting all bids pertaining to RFP 19-Parks-010 for Janitorial Services and authorizing the addition of three (3) full time positions and one (1) part-time position to the Facilities Services Directorate (Director of IT and Facilities)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Data Sheet, 2. Proposed Resolution, 3. Janitorial Cost Breakdown - Per Building

Date	Ver.	Action By	Action	Result
9/10/2019	1	City Council	Approved	Pass

Consider and take action on a resolution rejecting all bids pertaining to RFP 19-Parks-010 for Janitorial Services and authorizing the addition of three (3) full time positions and one (1) part-time position to the Facilities Services Directorate (Director of IT and Facilities)

Approval of this item will authorize the City to reject RFP 19-Parks-010 for contracted janitorial services and authorize the city manager to add three (3) additional full-time positions and one (1) part-time position in the Facilities Services Directorate. The City received numerous proposals for the Janitorial RFP. The two (2) contractors interviewed as finalists were over both over \$300,000.00 per year, which is over the budgeted amount of \$291,980.00. Staff believes that these duties can be performed in house, which will allow us to better monitor the performance of these employees. Over the past years, we have experienced several issues such as theft, insufficient cleaning, workers not showing up or not working the entirety of their scheduled time. Last year, city staff began cleaning all the fire stations, Public Works administration building and the parks administration building which has been a success and savings.

Currently, custodial services has four (4) FTE positions and one (1) part-time position.

**Cost breakdown:**

Three (3) additional FTE's (from HR/Budget)	\$153,152
One (1) additional PTE (from HR)	\$25,503
Cleaning supplies (estimated)	\$50,000
Equipment for startup (one-time cost)	\$26,310
New vehicle (Ford Transit Van)	\$25,000
(annual lease \$2,500 / annual maint \$2,682)	
<b>Total</b>	<b>\$279,965</b>

**Buildings cleaned by contractor**

City Hall (21,500sq)  
City Hall Annex (22,000sq)  
Library (28,393sq)  
Court/Council Chambers (5,132sq)  
Public Safety Building (80,000sq)  
Building 600 (5,280sq)

**Buildings cleaned by City Staff**

All Fire Stations  
Civic Center  
Rec Center

Blue Building (30,183sq)  
Line Repair & Veh Maint (15,000sq)  
Hometown Heros Park (32,255sq)  
Countryside Water tower (4,316sq)  
Dallas Salmon Water Plant (1,496sq)  
EMS Headquarters (3,800sq)  
Southwest Water Plant (8,598sq)

**ATTACHMENTS:**

1. Data Sheet
2. Proposed Resolution
3. Janitorial Cost Breakdown - Per Building

**CONTRACT ORIGINATION:** N/A

**FUNDING**

{x} Funds are available from Civic Center Account #470000-53200 and will be reallocated to appropriate account within department based on actual expenses.

{ } Requires Budget Amendment to transfer from Account # \_\_\_\_\_ to Account # \_\_\_\_\_

{ } NOT APPLICABLE

**STRATEGIC PLANNING**

{ } Addresses Strategic Planning Critical Success Factor # \_\_\_\_\_ and Initiative # \_\_\_\_\_

{x} NOT APPLICABLE