

CITY OF HIGH POINT

AGENDA ITEM



Title: Janitorial Services Contract for Parks and Recreation Facilities

From: Lee Tillery –Parks and Recreation Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date: May 11 – May 31, 2017

Advertised By: Purchasing

Attachments: Attachments – Bid Tabulations, Recommendation Forms

PURPOSE:

Contract custodial services at the following facilities: Allen Jay, Morehead, Southside, Deep River, Oakview, Piedmont Environmental Center and Washington Terrace Community Building. Matt's Janitorial Service is recommended for four locations and Rocky Top Cleaning for three. Contracts are for a three year period renewable each year.

BACKGROUND:

We have been transitioning to contracted custodial service in the facilities listed above in place of in house full time positions. Facilities will be cleaned during non-operating hours allowing for more convenience and benefits to patrons.

BUDGET IMPACT:

Funds for this project are included in the 2017-18 budget.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends City Council approval of both contracts for the clean services for the above listed facilities and authorize the appropriate city official to execute contracts with Matt's Cleaning Services in the amount of \$93,240.00 and Rocky Top Cleaning in the amount of \$201,600.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Parks and Recreation**

COUNCIL AGENDA DATE: **Jul 17, 2017**

BID NO.: **48-053117** CONTRACT NO.: DATE OPENED:

DESCRIPTION:

We recommend Matt's Janitorial for the following four sites: Deep River, Oakview, PEC and WTP.

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: **Matt's Janitorial** AMOUNT: **\$93,240.00**

JUSTIFICATION:

Combined lowest bid for the four sites listed above.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101421	527214	101004700070	54311	\$27,900.00
101421	527214	101004200070	54311	\$27,000.00
101421	527214	101004450010	54311	\$23,400.00
101431	527214	101004650010	54311	\$14,940.00
TOTAL BUDGETED AMOUNT				\$93,240.00

DEPARTMENT HEAD: **P. Lee Tillery** Digitally signed by P. Lee Tillery
DN: cn=P. Lee Tillery, o=City of High Point, ou,
email=lee.tillery@highpointnc.gov, c=US
Date: 2017.07.07 14:08:28 -0400 DATE: **Jul 7, 2017**

The Purchasing Division concurs with recommendation submitted by the **P&R** and recommends award to the lowest responsible, responsive bidder **Matt's Janitorial** in the amount of \$ **93,240.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.07 15:59:22 -0400 DATE: **Jul 7, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Jeffrey A. Meese** Digitally signed by Jeffrey A. Meese
DN: cn=Jeffrey A. Meese, o=City of High Point, NC,
ou=Financial Services Director,
email=jffmeese@highpointnc.gov, c=US
Date: 2017.07.10 16:36:43 -0400 DATE: **Jul 10, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.11 09:24:46 -0400 DATE: **Jul 11, 2017**



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Parks and Recreation**

COUNCIL AGENDA DATE: **Jul 17, 2017**

BID NO.: **48-053117** CONTRACT NO.: DATE OPENED:

DESCRIPTION:

We recommend Rocky Top Cleaning Services for the following three sites: Morehead, Southside, Allen Jay

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: **Rocky Top Cleaning Services** AMOUNT: **\$201,600.00**

JUSTIFICATION:


Rocky Top Cleaning Services if the second lowest bid for the three combined facilities listed above. The combined lowest bidder is Matt's Janitorial. However, Matt's Janitorial is recommended for the other four sites and we made the assumption that logistically, he may be able to cover all seven sites.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101421	527214	101004350070	54311	\$61,200.00
101421	527214	101004300070	54311	\$57,600.00
101421	527214	101004250070	54311	\$82,800.00
TOTAL BUDGETED AMOUNT				\$201,600.00

DEPARTMENT HEAD: **P. Lee Tillery** Digitally signed by P. Lee Tillery
DN: cn=P. Lee Tillery, o=City of High Point, ou,
email=lee.tillery@highpointnc.gov, c=US
Date: 2017.07.07 14:09:16 -0400 DATE: **Jul 7, 2017**

The Purchasing Division concurs with recommendation submitted by the **P&R and recommends award to the lowest responsible, responsive bidder **Rocky Top Cleaning Servid** in the amount of \$ **201,600.00**.**

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o, ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.07 15:58:10 -0400 DATE: **Jul 7, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: ou=Jeffrey A. Moore, o=City of High Point, NC,
cn=Financial Services Director,
email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.10 16:35:55 -0400 DATE: **Jul 10, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.11 09:25:29 -0400 DATE: **Jul 11, 2017**

BID TABULATION - 48-053117
Janitorial Services at Allen Jay Rec, Morehead Rec, Southside Rec

VENDOR	Matt's Janitorial Services	Rocky Top Cleaning Services	Jan Pro Cleaning Seervices	Contractor's Cleaning Services	A&B Cleaning Service	Jani King of the Triad	Affordable Janitorial & Maintenance Services	While I Wait Enterprise, LLC
Allen Jay Rec	\$9,300	\$20,400	\$15,600	\$17,280	\$18,781	\$16,740	\$21,216	\$360,000
Morehead Rec	\$8,700	\$19,200	\$14,520	\$17,280	\$17,341	\$12,900	\$31,824	\$360,000
Southside Rec	\$43,200	\$27,600	\$38,004	\$34,560	\$36,542	\$43,140	\$84,864	\$360,000
Total	\$61,200	\$67,200	\$68,124	\$69,120	\$72,664	\$72,780	\$137,904	\$1,080,000