

# 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 16, 2018

**Public Hearing:** N/A

**Advertising Date:** May 11 – May 31, 2017

**Advertised By:** Purchasing

**Attachments:** Attachment A – Bid Tabulations

---

### **PURPOSE:**

Renew contracted 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 was the initial low bidder and is recommended for all locations.

### **BACKGROUND:**

We initiated contracted custodial service in July 2017 for the locations listed above. At that time, we selected two different companies to split the seven locations. As per each contract, we reserve the right to renew each year and would prefer to move forward with Matt's Janitorial Service for all locations. They submitted the lowest overall bid and we have been satisfied with their work in the last year.

### **BUDGET IMPACT:**

Funds for this project are included in the Parks and Recreation 2018-19 budget.

### **RECOMMENDATION / ACTION REQUESTED:**

Staff recommends City Council approve contract with Matt's Janitorial in the amount of \$184,560.00 for the seven Parks and Recreation locations listed above.



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Parks and Recreation**

COUNCIL AGENDA DATE: **Jul 16, 2018**

BID NO.: **48053117** CONTRACT NO.:  DATE OPENED:

**DESCRIPTION:**

We recommend Matt's Janitorial for the following seven sites: Deep River, Oakview, PEC, Washington Terrace Park, Allen Jay Rec Center, Morehead Rec Center, Southside Rec Center.

**PURPOSE:**

**COMMENTS:**

Contract is for two more years and is renewable after one year.

RECOMMEND AWARD TO: **Matt's Janitorial** AMOUNT: **\$184,560.00**

**JUSTIFICATION:**


Lowest bid for all seven sites listed above.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101421	527214			\$174,600.00
101431	527214			\$9,960.00
TOTAL BUDGETED AMOUNT				\$184,560.00

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: 2018.07.06 11:56:12 -0400 DATE: **Jul 6, 2018**

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 \$ **184,560.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti  
DN: cn=Erik Conti, o, ou,  
email=erik.conti@highpointnc.gov, c=US  
Date: 2018.07.06 13:49:35 -0400 DATE: **Jul 6, 2018**

Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore  
DN: cn=Jeffrey A. Moore, o=City of High Point, NC,  
ou=Financial Services Division,  
email=jfmoore@highpointnc.gov, c=US  
Date: 2018.07.06 13:53:00 -0400 DATE: **Jul 6, 2018**

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: 2018.07.06 13:55:23 -0400 DATE: **Jul 6, 2018**

**BID TABULATION - 48-053117**  
**Janitorial Services at Deep River Rec, Oakview Rec, Piedmont Enviromental Center, Washington Terrace**

<b>VENDOR</b>	<b>Matt's Janitorial Services</b>	<b>Jani King of the Triad</b>	<b>Jan Pro Cleaning Seervices</b>	<b>Contractor's Cleaning Services</b>	<b>Rocky Top Cleaning Services</b>	<b>A&amp;B Cleaning Service</b>	<b>Affordable Janitorial &amp; Maintenance Services</b>	<b>While I Wait Enterprise, LLC</b>
Deep River Rec	\$9,300	\$14,220	\$13,824	\$17,280	\$16,800	\$18,781	\$21,216	\$360,000
Oakview Rec	\$9,000	\$17,400	\$16,836	\$17,280	\$18,000	\$17,341	\$31,824	\$360,000
Piedmont Environmental Center	\$4,980	\$5,760	\$7,128	\$8,640	\$9,600	\$13,740	\$8,839	\$72,000
Washington Terrace	\$7,800	\$9,180	\$12,564	\$14,400	\$16,800	\$17,833	\$21,216	\$72,000
<b>Total</b>	<b>\$31,080</b>	<b>\$46,560</b>	<b>\$50,352</b>	<b>\$57,600</b>	<b>\$61,200</b>	<b>\$67,695</b>	<b>\$83,095</b>	<b>\$864,000</b>

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

<b>VENDOR</b>	<b>Matt's Janitorial Services</b>	<b>Rocky Top Cleaning Services</b>	<b>Jan Pro Cleaning Seervices</b>	<b>Contractor's Cleaning Services</b>	<b>A&amp;B Cleaning Service</b>	<b>Jani King of the Triad</b>	<b>Affordable Janitorial &amp; Maintenance Services</b>	<b>While I Wait Enterprise, LLC</b>
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
<b>Total</b>	<b>\$61,200</b>	<b>\$67,200</b>	<b>\$68,124</b>	<b>\$69,120</b>	<b>\$72,664</b>	<b>\$72,780</b>	<b>\$137,904</b>	<b>\$1,080,000</b>