

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Custodial Contract – Matt’s Janitorial Services, Inc.

**From:** Lee Tillery –Parks and Recreation Director

**Meeting Date:** May 4, 2020

**Public Hearing:** N/A

**Advertising Date:** N/A

**Advertised By:** N/A

**Attachments:** Attachment A – Bid Contract Extension Memo March 2020

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### **PURPOSE:**

Extension of an expiring contract with Matt’s Janitorial Services, Inc. to provide custodial services at seven different Parks and Recreation facilities. The extended contract will represent one additional year from July 1, 2020 to June 30, 2021 at a cost of \$92,280.00.

### **BACKGROUND:**

In the last five years, Parks and Recreation has transitioned to custodial contracts for the cleaning service of several facilities. The facilities included in this contract include the Piedmont Environmental Center, Washington Terrace Community Building, Deep River, Oakview, Morehead, Southside and Allen Jay Recreation Centers. We have been satisfied with work completed by Matt’s the last several years and are recommending a one year extension to his contract. The price exceeds \$90,000 and therefore needs City Council approval.

### **BUDGET IMPACT:**

Funds for these services are included in the operating budget in for Parks and Recreation.

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

Staff recommends City Council approve contract extension for one year to Matt’s Janitorial Services, Inc in the amount of \$92,280.00.

Financial Services Department

Purchasing Division

RACHEL KAPLAN, CLGPO  
CONTRACTS ADMINISTRATOR



TO: Brian Matthews  
Matt's Janitorial Service Inc  
212 Lane Drive  
Trinity NC 27370  
oldserge98@yahoo.com

FROM: Rachel Kaplan  
Contracts Administrator

DATE: March 26, 2020

SUBJECT: Extend Bid Contract

Our records indicate the contract for **Bid # 48-053117** for **Janitorial Services** for the Parks and Recreation department will expire on **June 30, 2020**.

The City of High Point is hereby offering to extend this contract at the quoted price of **\$92,280.00** for a one-year period beginning **July 1, 2020** and ending **June 30, 2021**. Please note the City of High Point shall not be obligated to purchase in excess of its normal requirements, as these are estimated quantities. Purchase orders for this contract will be issued as needed. **This offer is pending council approval.** Please note this is to include for the following locations:

Piedmont Environmental Center	\$4,980.00
Deep River Rec	\$9,300.00
Oakview Rec Center	\$9,000.00
Morehead Rec Center	\$8,700.00
Washington Terrace	\$7,800.00
Southside Rec	\$43,200.00
Allen Jay Rec Center	\$9,300.00

Please acknowledge your acceptance of this contract extension offer by signing below. Please return by **Friday, April 3, 2020** to the City of High Point, Purchasing Division, [rachel.kaplan@highpointnc.gov](mailto:rachel.kaplan@highpointnc.gov) or fax to 336.883.3248.

The undersigned accepts the City's offer to extend **Bid #48-053117** for **Janitorial Services** for the Parks and Recreation department until **June 30, 2021**.

Company Name Brian Matthews  
Date 3-27-2020  
Signature Brian Matthews

Thank you for your continued interest in serving the City of High Point.