

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: June 12, 2014**

SUBJECT: Award of Janitorial Contract for Annual Contract Services Program

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Alex Romero – Operations Manager, for
Norm Davis, PE - Public Works Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a). Contract

SUMMARY BACKGROUND: Janitorial services for the Civic Center, Police Department and the Library/NAU-Yavapai College Building is an outsourced service contract that is annually renewed with a contract renewal limit of 5 years. Janitorial services reached the renewal limit and required re-bid for FY 14/15 contract period.

On May 19, 2014 five (5) bids were received for this service as follows:

Rank	Bidder	Total Base Bid
Low	Clean Team Janitorial, LLC	\$120,600.00
Second	Bio-Janitorial Service, Inc.	\$120,815.04
Third	Plan B Facility Servcies	\$122,256.00
Fourth	Dust Busters Janitorial Services, LLC	\$125,696.04
Fifth	Related Services, Inc./dba: Jani-King of Phoenix	\$159,948.20

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the award of the Janitorial contract to the lowest bidder, **OR**
- 2.) Not approve the award of the Janitorial contract, **OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to award the annual Janitorial contract for Fiscal Year 2014/2015 to the lowest bidder, Clean Team Janitorial, LLC in the total bid amount of \$120,600.00, **OR** Motion not to approve award of this contract. **VOTE.**

RECOMMENDATION: Staff recommends approval of award to the lowest bidder for the annual Janitorial contract as outlined in this action.

FISCAL ANALYSIS: This item, administered by the Facilities division of the Public Works department, provides for Janitorial Services for the Civic Center, Police Department and the Library/College Building, and is paid for by the individual departments to more accurately reflect the cost of providing services.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____