



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 1/5/2021

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**FOCUS AREA:** Infrastructure

**STAFF CONTACT:** Mary Jaeger/Beth Wright

**SUBJECT:** Acceptance of proposals and consideration of award to Cleaning Up, LLC for Janitorial Services for the City.

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**ITEM DESCRIPTION:**

Acceptance of proposals and consideration of award to Cleaning Up, LLC for Janitorial Services for the City.

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**SUMMARY:**

Eight proposals were received on October 20, 2020 to provide Janitorial Services for the City of Olathe. The review committee consisted of the Facilities Manager, Facilities Maintenance Supervisor, and the Custodial Maintenance Supervisor. Proposals were rated as presented based on the following criteria:

- Expertise & experience in providing similar services to municipalities during the past five (5) years. (20%)
- Key personnel that will be assigned to provide these services to City locations and events, and their experience with similar projects including training program. (20%)
- Project approach including transition plan to provide these services to the City, familiarity with scope of work required under both Janitorial and Event Services, identification of unique issues related to scope of work required under both Janitorial and Event Services, and the process for communications with City staff. (25%)
- Cost for all Janitorial Services, Event Services, and Special Services (15%)

Ratings were summarized and the top four firms were brought in for interviews. The evaluation team determined that Cleaning Up, LLC had ranked the highest after interviews. A summary of the ratings is attached. Staff recommends award of a three-year contract, with the option of two additional one-year renewals, to Cleaning Up, LLC.

There were two proposals received from Olathe vendors that did not proceed to the interview phase due to low scoring based on the criteria listed above.

Annual spend for Janitorial Services is detailed below:

2018 = \$437,911.75.

2019 = \$436,337.66.

2020 = \$365,791.41 and represents a decrease in services due to COVID-19

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**FINANCIAL IMPACT:**

Expenditures will be funded from the Facilities Maintenance Division. Estimated annual expenditure is \$620,000. The increase for this contract is due to an intention to move toward one contractor performing the majority of services at City facilities. The second contract expires in April 2021 and will be smaller than its current scope. Additional factors are: surging prices for cleaning products/chemicals and PPE for their employees; following the CDC cleaning guidelines for COVID

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adds additional time for the cleaning/sanitization process.

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**ACTION NEEDED:**

Consideration of award the janitorial services contract to Cleaning Up, LLC.

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**ATTACHMENT(S):**

A. Final Proposal Composite Summary