

## STAFF REPORT

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**Date:** February 14, 2024

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Award and approval of a contract for request for proposal (RFP) #2024-04 for Group 3 janitorial services to Qual-Econ U.S.A. in an amount not to exceed \$724,700, for a 30-month term with two one-year options to extend. (General Fund)

**From:** Vickie Gonzales, Management Analyst

**Department:** Maintenance and Operations

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**Summary:**

Maintenance & Operations - Facility Maintenance currently utilizes two janitorial contracts to service 24 City facilities totaling 361,484 square feet. Cleaning frequencies vary by site from two days per week to seven days per week, depending on the operational needs of the location. Staff recommends the contract for request for proposal (RFP) #2024-04 for janitorial services Group 3, be awarded to Qual-Econ U.S.A. in an amount not to exceed \$724,700 (\$634,700 bid + \$75,000 contingencies), for a period of 30 months with two one-year options to extend with written notice. We are aligning this contract with the Group 1 & 2 service contract which was effective on September 1, 2023.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?	<b>X</b>	
2. Is this item an agreement required based on an item previously approved by Council?		<b>X</b>
3. Is this item included in the current budget approved and adopted by Council?	<b>X</b>	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>0.03293%</b>	

**Alignment with Strategic Plan:**

Not Applicable

**Previous Council Action:**

On August 26, 2020, Council approved a contract for Group 3 janitorial services for one year with two one-year options to extend to Qual-Econ U.S.A. Janitorial Services, and an additional 6-month extension which was approved on October 25, 2023, and will expire on February 29, 2024.

**Background:**

**Discussion:**

Bids were solicited, and publicly advertised pursuant to the City's Purchasing Policy and Nevada Revised Statute (NRS) 332. Bidders were required to tour the facilities to be serviced, before submitting bids.

Two bids were received and opened on January 2, 2024. Staff has reviewed the bid information and recommends the award of a contract to Qual-Econ U.S.A., as the lowest, responsive, responsible bidder, effective March 1, 2024 (Bid Tabulation included).

	<b><i><u>Bidder #1</u></i></b> <b><i>Qual-Econ, U.S.A.</i></b>	<b><i><u>Bidder #2</u></i></b> <b><i>WOW Cleaning Corp.</i></b>
<b><i>Group 3 services</i></b>	<b>\$634,700.00</b>	<b>\$971,704.50</b>
<b><i>Group 3 contingencies</i></b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>
<b><i>Group 3 30-month contract total</i></b>	<b>\$709,700.00</b>	<b>\$1,046,704.50</b>

**Financial Implications:**

Funding was approved, for the current fiscal year to the General Fund – Facility Maintenance Budget.

**Legal Implications:**

RFP #2024-04 was released under the competitive bid process outlined in NRS 332 and conforms to the City's Purchasing Policy. No protests were received.

**Recommendation:**

Staff recommends award and approval of the Contract to Qual-Econ U.S.A.

**Proposed Motion:**

I move to approve staff recommendations.

**Attachments:**

Contract - Qual Econ U.S.A.