

STAFF REPORT

Date: February 12, 2025

To: Mayor and City Council

Through: Jackie Bryant, City Manager

Subject: Staff Report (For Possible Action): Award and approval of two contracts for request for proposal (RFP) #2025-10 to Qual-Econ USA for Group 4 janitorial services at Moana Aquatics Centers in an amount not to exceed \$326,944 for a 24-month period, with two one-year options to extend, and to J&L for Group 5 janitorial services at the Public Safety Center in an amount not to exceed \$380,304, for a 24-month period, with two one-year options to extend. (General Fund)

From: Vickie Gonzales, Management Analyst

Department: Maintenance and Operations

Summary:

Maintenance & Operations - Facility Maintenance is setting up janitorial services for the Moana Aquatics Center and Public Safety Center. Cleaning frequencies are seven days per week, for both sites because of operational needs. Staff recommends two contracts for RFP #2025-10, one for janitorial services Group 4 -Moana Aquatics Center to be awarded and approved to Qual-Econ USA in an amount not to exceed \$326,944 (\$296,944 bid + \$30,000 contingencies) for a 24-month period, with two one-year options to extend with written notice, and a second for janitorial services Group 5 – Public Safety Center in an amount not to exceed \$380,304 (\$350,304 bid + \$30,000 contingencies) for a 24-month period, with two one-year options to extend with written notice.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?	X	
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?	0.082%	

Alignment with Strategic Plan:

Governance and Organizational Effectiveness

Previous Council Action:

There is no recent Council action relevant to this item.

Discussion:

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

Two bids were received and opened on January 13, 2025. Staff has reviewed the bid information and recommends the award of contract to Qual-Econ USA for Group 4 and J&L for Group 5, as the lowest, responsive, responsible bidder, effective April 1, 2025 (Bid Tabulation attached).

<i>Bid # Name:</i>	<i><u>Bidder #1</u> J&L</i>	<i><u>Bidder #2</u> Qual-Econ USA</i>
<i>Group 4 Moana Aquatics Center</i>	<i>No bid</i>	<i>\$296,944</i>
<i>Group 5 Public Safety Center</i>	<i>\$350,304</i>	<i>\$557,424</i>

Financial Implications:

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

Legal Implications:

RFP #2025-10 was released under the competitive bid process outlined in NRS 332 and conforms to the City's Purchasing Policy.

Recommendation:

Staff recommends Council award and approve RFP #2025-10 for janitorial services to Qual-Econ USA for Group 4, in an amount not to exceed \$326,944 for a 24-month period, with two one-year options to extend with written notice, and J&L for Group 5 in an amount not to exceed \$380,304, for a 24-month period, with two one-year options to extend with written notice.

Proposed Motion:

I move to approve staff recommendations.

Attachments:

- CONTRACT – Qual Econ USA (PDF)
- CONTRACT – J&L (PDF)