

## STAFF REPORT

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**Date:** August 23, 2023

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Award and approval of Contracts for RFP #2024-02 for janitorial services to J&L for group 1 & 2 in an amount not to exceed \$875,664, and to MJB Building Services Inc. for Group 3 in an amount not to exceed \$516,900.24, for a three-year period with two one-year options to extend. (General Fund)

**From:** Vickie Gonzales

**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 operational needs. Staff recommends contracts RFP #2024-02 for janitorial services be awarded and approved with J&L for Groups 1 & 2, in an amount not to exceed \$875,664 (Group 1-\$396,360.00 bid + \$45,000 contingencies, Group 2-\$389,304 bid + \$45,000 contingencies), and MJB Building Services, Inc. in an amount not to exceed \$516,900.24 for Group 3 (\$471,900.24 bid + \$45,000 contingencies), for a three-year period with two one-year options to extend with written notice.

**Alignment with Strategic Plan:**

Not Applicable

**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, prior to submitting bids. Additionally, the RFP allowed vendors to bid on a single group, multiple groups, or provide alternative options.

Five bids were received and opened on July 31, 2023. Staff has reviewed the bid information and recommends the award of contracts to J&L and MBJ Building Services, Inc. as the lowest responsive, responsible bidders, effective September 1, 2023 (Bid Tabulation attached).

<b><i>Bid # Name:</i></b>	<b><i><u>Bidder #1</u> J&amp;L</i></b>	<b><i><u>Bidder #2</u> MBJ Building Services Inc.</i></b>	<b><i><u>Bidder #3</u> One Call Maintenance</i></b>	<b><i><u>Bidder #4</u> Qual-Econ USA</i></b>	<b><i><u>Bidder #5</u> WOW Cleaning</i></b>
<i>Group 1</i>	\$396,360.00	\$547,702.56	\$979,635.96	\$859,140.00	\$509,040.00
<i>Group 2</i>	\$389,304.00	\$483,516.36	\$674,416.44	\$593,244.00	\$559,188.00
<i>Group 3</i>	\$668,700.00	\$471,900.24	\$581,965.92	\$717,120.00	\$608,616.00

**Financial Implications:**

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

**Legal Implications:**

RFP #2024-02 was released under the competitive bid process outlined in NRS 332, and conforms to the City's Purchasing Policy.

**Recommendation:**

Staff recommends Council award RFP #2024-02 for janitorial services to J&L in an amount not to exceed \$875,664 and MBJ Building Services, Inc. in an amount not to exceed \$516,900.24, for a period of three-years, with two one-year options to extend with written notice.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**