



INFORMATION MEMORANDUM

TO: Mayor and City Council

FROM: Kevin Muenchow, Fleet and Facilities Director

DATE: October 3, 2016

SUBJECT: Purchase of Sedans

The FY2016-17 Budget includes \$285,000 for contracted custodial services for City Facilities.

- Animal Adoption Center
- Aquatics Center
- City Hall
- Fire Administration
- Fire House Theatre
- Historical Park
- Justice Center
- Library
- Recreation Center
- Senior Center
- Service Center

For the last 16 years, the City has been contracting with Britton Building Maintenance for all buildings except Animal Adoption Center, Aquatics Center and the Fire House Theatre, which are contracted with Jan-Pro Cleaning Systems. The FY2015-16 total cost to provide custodial services for the City facilities was \$364,437.

Facilities Management interviewed ABM Janitorial Services prior to obtaining quotes to ensure the basic business partner requirements were met, such as internal quality control, accountable communication, prompt issue resolution, customer service, etc. Their current customer references were called to confirm overall satisfaction and if they met the partner

requirements. The quotes were provided at a total cost of \$283,374, which includes the all our current services plus the following additional services:

- Full time day Porter for public City buildings
- Annual VCT strip and wax
- Semi-annual scrub and top coat
- Weekly/nightly carpet spot treatment
- Emptying desk paper recycling boxes