



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2015-0423

TO: Mayor and City Council Members
FROM: Scott A. Cope, Director Building/Ordinance/Facilities
DATE: November 9, 2015
SUBJECT: Janitorial Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for janitorial services to The Professional Group, Detroit, Michigan for janitorial services in the amount not-to-exceed \$132,332.40 through December 31, 2016.

REASON FOR PURCHASE:

The City outsources janitorial services for City Hall, Fire Station #1, DPS Garage, and the Museum buildings. This business model has proven to be successful in terms of staffing, maintenance levels, and cost savings to the City.

A Request for Proposals was solicited through MITN with eight (8) responsive responsible proposals submitted and reviewed based on experience, qualifications, method of cleaning, capacity of company, comparables and pricing by an evaluation team. Three (3) companies were subsequently interviewed. The Professional Group was selected as providing the best value for the City based on their capacity, ability to do the work, and commitment to perform. References were contacted validating the responsiveness of the company, satisfaction levels, and reliability.

The review committee selected The Professional Group because of the value and experience they will bring to the City. The Professional Group currently cares for multiple high profile buildings, hires qualified professionals that are trained in house, in multiple disciplines, prior to being assigned to our buildings. They have demonstrated a clear understanding of our needs and have proposed an adequate number of cleaning staff to each building. Specialist crews will be assigned to complete the complex monthly and semi-annual cleaning projects, and close supervision will be provided, relieving City Facilities staff of the burden of oversight.

The City wishes to contract with The Professional Group for a one (1) year term with options to renew for additional years.

PROCESS:

Vendor Name and Address:

The Professional Group
719 Griswold, Suite 2100
Detroit, MI 48226

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2016 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$140,000.00	\$132,332.40	\$7,667.60

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the award the contract for a contract/blanket purchase order for janitorial services to The Professional Group, Detroit, Michigan for janitorial services in the amount not-to-exceed \$132,332.40 through December 31, 2016.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		