

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0394
Date: April 22, 2004
Prepared By: Jean Farris, Supervisor of Procurement
City File No:

Meeting Date: May 5, 2004

PURPOSE:

Approval of a blanket purchase order for janitorial services for City Hall, Precinct 5 Building, Environmental Education center and in-fill for other City facilities to Thundermop Maintenance Company, Waterford, Michigan in the amount not-to-exceed \$61,222.00, through June 1, 2005.

DISCUSSION:

The Facilities Division has utilized the services of a temporary janitorial service for the past 6 months during the City Hall renovation project to assist full time custodial services in cleaning the building.

The need for contracted supplemental janitorial assistance was identified with the completion of the renovation and the additional square footage at City Hall. The re-organization of the Facilities Division with the subsequent staff reduction further supports the need for contracted services to maintain the level of cleanliness at all city facilities. The Facilities Division will utilize contracted janitorial services at City Hall, Precinct 5 Building and the Environmental Education Center, as well as for back-up for full time custodians at other locations during vacations and other leaves.

With the implementation of a supplemental workforce, outsourcing of low level tasks and re-directing City resources for higher level activities can be achieved. This would allow a shift in the focus of full time custodial staff to maintenance and other high priority duties. It is anticipated that efficiencies in the overall facilities level of service will be affected with this movement in functions.

Request for Proposals were solicited for janitorial services. Fifteen proposals were submitted and evaluated. Three companies were shortlisted and interviews were conducted. Thundermop Maintenance Company was selected as the best value, meeting the criteria of the Request for Proposals and the City's needs. Reference checks, including Oakland County, were excellent. A performance based contract was negotiated with Thundermop Maintenance Company.

FISCAL INFORMATION:

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
631	631.807000	Contractual Services	0	\$66,222	(\$66,222) *

*Two fiscal years involved

Vendor Name and Address:

Thundermop Maintenance Company
6650 Highland Rd
Waterford, MI 48327

Reason for Selection:

Best value to meet City's needs

Method of Purchase:

Contract/Blanket Purchase Order

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for janitorial services for City Hall, Precinct 5 Building, Environmental Education Center and in-fill for other City facilities to Thundermop Maintenance Company, Waterford, Michigan, in the amount not-to-exceed \$61,222.00 through June 1, 2005.

ATTACHMENTS:

Request for Proposals Tabulation

Department Authorization: Roger Rousse, Director of Department of Public Service

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

