



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.  
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**Legislative File No:** 2004-0394 Version 2

**TO:** Mayor and City Council Members  
**FROM:** Roger Rousse, Department of Public Service, 248 841 2497  
**DATE:** April 22, 2005  
**SUBJECT:** Extension of Contracted Janitorial Service Agreement

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**REQUEST:**

Approve a one-year extension of the contracted janitorial services agreement for City Hall, Precinct 5 Building, Environmental Education Center and intermittent services for other City facilities to Thundermop Maintenance Company, Waterford, Michigan in an amount not-to-exceed \$62,910.00 through June 1, 2006.

**REASON FOR PURCHASE:**

The Facilities Division has utilized the services of a contracted janitorial service for the past 24 months as a means to supplement the full-time custodial staff to clean City Hall, Precinct #5, Environmental Education Center and, at intermittent times, as back-up for the custodian at the DPS Garage. 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.

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 short-listed 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.

**PROCESS:**

**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

**BUDGET:**

Expenditures for contracted janitorial services have been budgeted in various cost centers within the Facilities Fund FY2005 Budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2005 and proposed 2006 budget year.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
631	631.807000	Contracted Services	\$62,910	\$62,910	0

**RECOMMENDATION:**

It is recommended that City Council authorize a one-year extension of the 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 \$62,910.00 through June 1, 2006.

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		