



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2018-0218

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** May 21, 2018  
**SUBJECT:** Janitorial Services

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for janitorial services to Americlean, Inc., Chesterfield Township, Michigan for janitorial services in the amount not-to-exceed \$99,500 through June 30, 2019.

**REASON FOR PURCHASE:**

The City outsources janitorial services for City Hall, Fire Station #1, and DPS Garage 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 and six (6) responsive responsible proposals were received. The proposals were reviewed based on experience, qualifications, method of cleaning, capacity of company, comparables and pricing by an evaluation team. Americlean, Inc. was selected as providing the best value for the City based on their excess capacity, ability to do the work, and a strong commitment to perform.

The review committee selected Americlean, Inc. because of their previous experience with the City, attention to detail, fair & reasonable pricing and their customer service record they bring to the City. Negotiations were held to increase the hours at the DPS Garage from 35 hours per week to 40 hours per week to meet the high standard of cleanliness required by the City.

Americlean, Inc. has experienced professionals currently employed and will not be hiring new employees for the City's 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 on-site supervision will be provided, relieving City Facilities staff of the burden of oversight.

The City recommends to contract with Americlean, Inc. for a one (1) year term with options to renew for additional years.

**PROCESS:**

**Vendor Name and Address:**

Americlean, Inc.  
29600 26 Mile Road  
Chesterfield Township, MI 48051

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2018 Adopted Budget and FY 2019 Projected Budget.

<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>
Facilities Fund	631.807000	Contractual Services	\$115,000	\$99,500	\$15,500

**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 Americlean, Inc., Chesterfield, Michigan for janitorial services in the amount not-to-exceed \$99,500 through June 30, 2019.

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		