



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2014-0386

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building Department
DATE: September 22, 2014
SUBJECT: Janitorial Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for janitorial services to Kristel Group Inc., Clawson, Michigan for janitorial services in the amount not-to-exceed \$100,325.00 through October 31, 2015.

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. Four (4) companies were subsequently interviewed. Kristel Group Inc. was selected as providing the best value for the City based on ability and capacity to do the work, commitment to perform and pricing. References were contacted validating the responsiveness of the company, satisfaction levels and reliability.

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

PROCESS:

Vendor Name and Address:

Kristel Group, Inc.
136 S. Rochester Road
Clawson, MI 48017

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funds are included as part of the 2014 and 2015 Adopted Budgets.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$135,400.00	\$100,325.00	\$35,075.00

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 Kristel Group Inc, Clawson, Michigan for janitorial services in the amount not-to-exceed \$100,325.00 through October 31, 2015.

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