



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2013-0274 Ver 2

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Facilities
DATE: December 19, 2013
SUBJECT: Janitorial Services

REQUEST:

City Council is requested to authorize an increase to the existing blanket purchase order for janitorial services to Du All Cleaning Inc., Macomb, Michigan in the amount of \$40,000.00 for a new not-to-exceed amount of \$135,400.00 through August 1, 2014.

REASON FOR PURCHASE:

The City currently outsources janitorial services for City Hall and the DPS/Garage. This business model has proven to be successful in terms of staffing, maintenance levels and cost savings to the City.

This proposal would add Fire Station #1 and the Museum to the contract. The Museum requires full time janitorial, while Fire Station #1 requires 16 hours each week. It is estimated that an additional \$40,000.00 for these services be added to the current blanket purchase order under the terms of the contract. Currently, the cleaning duties for both Fire Station #1 and the Museum have been assigned to a Maintenance Technician. By hiring the cleaning contractor to handle all the cleaning services, the Maintenance Technician will now be free to devote 100% of his time to preventative maintenance and repair activities for all Fire Station and Parks facilities.

A Request for Proposals was solicited through MITN and awarded to Du All Cleaning, Inc. based on experience, qualifications, method of cleaning, capacity of company, comparables and pricing. Du All Cleaning Inc. has performed satisfactory services providing the best value for the City based on ability and capacity to do the work, commitment to perform and good pricing.

PROCESS:

Vendor Name and Address:

Du All Cleaning Inc.
47465 Barbara Rd
Macomb MI 48044

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

At this time, a budget amendment/adjustment to increase the Facilities Fund budget is not being requested. Janitorial services are one service-item budgeted within the Contractual Services account in the Facilities Fund. A wide variety of other services are also included in this account's budget including snow removal (from City parking lots), lawn mowing, alarm maintenance, telephone system maintenance, etc...

Historically, the City has experienced accumulated budget savings among the combined services that are charged to the Contractual Services account. \$495,520 was included for this account as part of the FY 2013 original adopted Budget, this amount was decreased to \$360,000 in the FY 2013 4th Quarter Budget Amendment.

If enough accumulated budget savings are not experienced throughout FY 2014 within the Contractual Services account (FY 2014 Budget = \$508,390) to offset this additional request, Fiscal will then work with the Facilities Division to identify other sources/accounts within the Facilities Fund to draw from (per a budget adjustment). If adequate funding cannot be identified, a FY 2014 4th Quarter Budget Amendment shall be prepared.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$95,400	\$135,400	(\$40,000)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize an increase to the existing blanket purchase order for janitorial services to Du All Cleaning Inc., Macomb, Michigan in the amount of \$40,000.00 for a new not-to-exceed amount of \$135,400.00 through August 1, 2014

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