

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
FEBRUARY 21, 2017 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AWARD OF CONTRACT — JANITORIAL SERVICES AT MUNICIPAL FACILITIES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

### SYNOPSIS

A resolution has been prepared to award a contract to FBG Service Corporation, Omaha, Nebraska, for janitorial services in an amount not to exceed \$72,980 annually for three years.

### FISCAL IMPACT

The FY17/ General Fund biennial budget provides funding for janitorial services.

### RECOMMENDATION

Approval to award the contract in form and content approved by the City Administrator and City Attorney

### BACKGROUND

Beacon Building Services has been cleaning the City facilities since 1999. They gave notice to the City that they will no longer be providing this service effective the end of February 2017. They have, however, agreed to continue into March until we have another service in place.

On January 3, 2017 the City Council authorized the advertisement for bids for janitorial services. Seven proposals were received from the following businesses:

Darn Dependable Cleaning Service	\$105,600/yr.	FBG Service Corp.	\$ 71,580/yr.
The Office Cleaners	\$102,000/yr.	ATS Facility Services	\$ 68,160/yr.
Midwest Maintenance Co. Inc.	\$ 85,549/yr.	BMI Janitorial Group	\$ 40,980/yr
City Wide of Omaha	\$ 71,892/yr.		

As a part of the RFP Public Works requested annual carpet and floor stripping and waxing be alternate bid items for their Facilities. The total of these alternate items would not exceed \$1,400.00 over the proposed amounts listed above and is recommended.

Staff has also evaluated the feasibility of in-house custodial services and recommends contracting with an outside provider (a copy of the analysis is included in this packet).

Based upon review of the proposals and contact with references, it is recommended that the City enter a 3 year contract with FBG Service Corporation as the lowest most responsible bidder.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AWARDING A CONTRACT TO FBG SERVICE CORPORATION, OMAHA NEBRASKA FOR JANITORIAL SERVICES IN AN AMOUNT NOT TO EXCEED \$72,980 ANNUALLY FOR THREE YEARS.

WHEREAS, the City Council of the City of La Vista has determined that janitorial services for City facilities are necessary; and

WHEREAS, the FY17/18 General Fund Biennial Budget provides funding for janitorial services; and

WHEREAS, Bids were solicited and seven bids was received, and

WHEREAS, FBG Service Corporation., Omaha Nebraska has submitted the lowest most responsible bid, and

WHEREAS Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska award a contract to FBG Service Corporation, Omaha Nebraska for janitorial services in an amount not to exceed \$72,980 annually for three years in form and content approved by the City Administrator and City Attorney.

PASSED AND APPROVED THIS 21ST DAY OF FEBRUARY, 2017.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

February 14, 2017

TO: Brenda Gunn  
City Administrator

FROM: Joe Soucie  
Director of Public Works

RE: In-House Custodial Service Estimate

Public Works has reviewed the process of providing city wide custodial service with part-time staff. The group performing this review included the Director, Deputy Director, Park Superintendent and Building Maintenance Technician. It was concluded that this service could be provided in-house with a part-time Custodian Supervisor position and two part-time custodian positions, or 1.85 full time equivalents (FTE's).

A spreadsheet has been provided with a breakdown of first year costs which include some start up purchases. First year costs are estimated at \$70,114. The estimate for the second year is approximately \$67,270.

The group does have a few concerns with bringing the custodial service in-house. After visiting with the vendors that provide custodial service, one of their biggest challenges is continual turnover of staff. With the proposed internal staffing plan, there is concern with losing a staff member. It will take from four to six weeks to back fill that position, which would cause a significant interruption in service. The 28-hour per week maximum on part-time employees hours limits being able to add extra hours to other staff members if a staff member leaves or is absent.

The attached spreadsheet for in-house services includes the purchase of paper products by the city for \$4,800, this amount needs to be factored into the proposed cost for contractual services.

Based on the potential challenges and minimal cost differential it is recommended that we contract for services.

Please let me know if you need any additional information or clarification on this matter.

In-House Custodial Service Estimate				
			Year 1	Year 2
125	(1) Custodian Supervisor	\$14.16 x 1456 hrs (28 per week)	\$20,617	\$21,236
		FICA	\$ 1,077	\$1,109
		Uniform	\$ 120	\$120
		Phone Allowance	\$ 240	\$240
		Total	\$22,054	\$22,705
105	(2) Custodians	\$10.99 x 1040 hrs (20 per week)	\$11,430	\$11,773
		FICA	\$ 875	\$901
		Uniform	\$ 120	\$120
		Sub-Total	\$12,425	\$12,794
		x 2	\$24,850	\$25,588
	Equipment Start Up			
	(5) Vacuum Cleaners	\$600 each	\$3,000	
	(5) Dust Mops/Wet Mops	\$16 per week each	\$4,160	\$4,243
	(5) Mop Buckets	\$70 each	\$ 350	
	(5) Various Equipment	\$200 each	\$1,000	\$250
		Sub-Total	\$8,510	\$4,493
	Material			
	Chemicals*	Glass Cleaner, Bowl Cleaner, etc.	\$3,600	\$3,672
	Paper Products**	Toilet Paper, Paper Towels, Liners	\$4,800	\$4,896
		Sub-Total	\$8,400	\$8,568
	Additional Services			
	Carpet Cleaning*	Once a year at six locations	\$3,000	\$3,060
	Striping & Waxing Floors*	Twice a year at six locations	\$2,800	\$2,856
		Sub-Total	\$5,800	\$5,916
		Total:	\$69,614	\$67,270
	*Included in new cleaning contract			
	**Currenty supplied by the city.			