



Legislation Text

File #: 22-006, **Version:** 1

Temporary Janitorial Services Contract

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| DESCRIPTION: Procure a short-term contract for janitorial services | AGENDA NO: Click or tap here to enter text. |
| ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other | |

RECOMMENDATION:

Authorize the Chief Executive Officer to approve a Janitorial Service Contract in the amount not to exceed \$200,000.00.

ISSUE/BACKGROUND:

The entity performing janitorial services issued a Notice of Termination of Services in November of 2021. Staff immediately put emergency measures in place to provide services, however these measures are the bare minimum and are not sustainable for the long term. Additionally, the newest variant of COVID-19 present additional risk to the agency that needs to be mitigated. Staff is proposing a two-step solution to hiring a janitorial service contractor.

Step 1

Publicly procuring a vendor for a limited duration, 4-months with the option to extend the contract on a monthly basis if needed. The extension would be needed if Step 2 cannot be completed in this time frame. This step has been initiated.

Step 2

Publicly procuring a vendor for a three to five-year duration. The timeline of procurement from advertising to board approval typically takes four months.

DISCUSSION:

Granting the CEO authorization in advance of this publicly procured short term janitorial service will allow the agency to reduce overtime and provide a safe work environment for staff.

FINANCIAL IMPACT:

This contract will be charged to the accounts established for Custodial Services for the buildings and rotating fleet based on the cost for each location. Custodial services are part of the approved 2022 budget and the accounts are the following, 1284302.7621, 1284316.7621 and 1284399.76100. The budgeted amount is not- to- exceed \$200,000.00

NEXT STEPS:

Upon RTA Board approval, staff will work with the CEO to execute a short-term janitorial service contract.

ATTACHMENTS:

Resolution

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1/21/2022

Alex Wiggins
Chief Executive Officer

Date