



## Legislation Text

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**File #:** 23-188, **Version:** 1

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## Janitorial Contract Extension

DESCRIPTION: To extend the month-to-month janitorial services with ABM	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 change order in the amount of \$350,000 for janitorial services up to 7 months, if needed to August Building Maintenance (ABM).

ISSUE/BACKGROUND:

In November 2021, the entity responsible for janitorial services issued a termination notice. Subsequently, in March 2022, the board approved a contract with the current vendor, August Building Maintenance, totaling \$270,000, following IFB 2022-005. This contract was initially set to conclude in September 2022.

During the board meeting on August 22nd, a change order of \$180,000 to ABM was approved to extend services for an additional three months, providing staff with extra time to finalize the public procurement process.

In October 2022, another change order of \$90,000 was issued by staff to allow for an additional month to complete the necessary analysis, leading to the bid recommendation for board approval.

At the November 2022 board meeting, RTA Staff presented a solicitation for janitorial services, identified as IFB 2022-014. A vendor recommendation (Board Item 22-162) was made, but a protest ensued, leading to the determination that a new solicitation was required.

Subsequently, a further change order, designated as Board Item 23-042, was sanctioned for a \$350,000 contract extension. This extension aimed to finalize the procurement cycle necessary for contracting a long-term vendor.

A new solicitation, IFB 2023-012, was published, and bids were received on August 24th, 2023, for a three-year janitorial services contract. The current status involves the solicitation undergoing protest review and ongoing evaluation.

DISCUSSION:

Due to the recent protest review, the staff is required to extend the month-to-month janitorial services contract with ABM. These services encompass cleaning and supplies for facilities on Canal Street, in New Orleans East, and at Carrollton. The range of services includes bathroom cleaning, vacuuming, trash removal, as well

as floor stripping and waxing.

While the ongoing protest review for IFB 2023-012 is in progress, it is crucial to maintain continuity in these cleaning services. The anticipated extension of this contract for up to 7 months aims to provide staff with sufficient time to assess the protest and, if necessary, initiate a new solicitation. Should the entire 7-month duration not be required, the purchase order will be concluded and closed out accordingly.

#### FINANCIAL IMPACT:

Change order prices initially fluctuated due to ongoing COVID cleanings for Transit buses. These services ceased around the issuance of Change Order 4, at which point a standardized rate of \$50,000 per month for services was established and continues to apply to both services and supplies.

<b>Current PO spending</b>		
	<b>Approved</b>	<b>Notes</b>
Original PO Value	\$ 270,000.00	Created for Janitorial services after the prior contract with the previous vendor was terminated.
Change Order 1	\$ 180,000.00	For Facility Cleaning and Supply Services. This change order Includes COVID cleaning for transit buses
Change Order 2	\$ 90,000.00	For additional COVID cleaning, including that of buses
Change Order 3	\$ 38,000.00	For Facility Cleaning and supply services
Change Order 4	\$ 76,000.00	Facilities Cleaning and COVID Cleaning
Change Order 5	\$ 74,000.00	Facilities Cleaning and COVID cleaning. The service charges for stripping and waxing facilities floors.
Change Order 6	\$ 350,000.00	7 months of funding for facility cleaning
Change Order 7	\$ 50,000.00	Facilities Cleaning and supplies
Change Order 8	\$ 50,000.00	Facilities Cleaning and supplies
New Request	\$ 350,000.00	Facilities Cleaning and supplies

Total	\$ 1,528,000.00	
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NEXT STEPS:

Upon RTA Board approval, Staff will execute the change order.

ATTACHMENTS:

1. Resolution
2. Change Order Routing Sheet

Prepared By: Ryan Moser  
Title: Chief Asset Management Officer

Reviewed By: Gizelle Banks  
Title: Chief Financial Officer



Lona Edwards Hankins  
Chief Executive Officer

12/5/2023

Date