

# Narrative

## December 20, 2022



### RESOLUTION - JANITORIAL SERVICES CONTRACTS

The City of Alliance contracts with local providers for janitorial services at multiple city facilities. Utilizing contract employees allows janitorial work to be completed outside normal business hours and ensure facilities are clean and ready for business. In the past, cleaning services for all facilities were bid out collectively through a formal Invitation to Bid (ITB) process and providers could bid on whichever facility(s) they were interested in maintaining. A Request for Qualifications and Bid (ITB 7176-06-2017) was issued for janitorial services in June 2017 for multiple city facilities. Bids for janitorial services at each facility were received and subsequently awarded at each facility by the Alliance City Council in single year increments. Staff is recommending the renewal of two janitorial service contracts, one at the Knight Museum & Sandhills Center and the second at the Alliance Learning Center for 12-month contract periods beginning January 1, 2023.

This year, we are requesting that we award new contracts for three facilities based on quotes collected after another provider went out of business.

Funds for janitorial services are included in the operational budgets of each different department and each facility has an individual who is the point of contact for janitorial oversight. Staff has discussed creating a janitorial position utilizing funds currently spent on contract cleaning, but more research and evaluation is necessary before making this change. That research will be done during the 12 months of these recommended contracts to evaluate the best path forward for janitorial service.

**Knight Museum and Sandhills Center:** Staff is recommending the renewal of the janitorial service contract at the Knight Museum & Sandhills Center 12 months beginning January 1, 2023 and totaling \$10,740.00. A & J Janitorial is not requesting a price increase for 2023.

**Alliance Learning Center:** Staff is recommending the renewal of the janitorial service contract for the Alliance Learning Center for 12 months beginning January 1, 2023 and totaling \$26,160.000. A & J Janitorial is not requesting a price increase for the 2023 contract period.

**Alliance Airport, SkyView Golf Course & Alliance Utility Facility:**

In the fall of 2022 the City of Alliance staff was notified by L & J Janitorial, that after January 1, 2023 they would no longer be providing cleaning services at the Alliance Airport, SkyView Golf Course and Alliance Utility Facility. For that reason, in accordance with policy staff requested quotes for janitorial services at those three facilities. The following quotes were received.

	PH Cleaning & Sewing	G & L Detaining
Alliance Airport	\$10,200.00	\$12,000.00
Skyview Golf Course (9 Months)	\$3,750.00	\$4,000.00
Alliance Utility Facility	\$13,200.00	\$14,000.00

Staff is recommending PH Cleaning & Sewing be awarded janitorial service contracts for the Alliance Airport, SkyView Golf Course and the Alliance Utility Facility.

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## December 20, 2022



**RECOMMENDATION: AWARD 2023 JANITORIAL CONTRACTS AS FOLLOWS:**

**Renew janitorial contracts with A & J Janitorial**

- Knight Museum & Sandhills Center in the amount of 10,740.00.
- Alliance Learning Center in the amount of \$26,160.00

**Award the janitorial contract with PH Cleaning and Sewing**

- Alliance Airport in the amount of \$10,200.00,
- SkyView Golf Course in the amount of \$3,750.00.
- Alliance Utility Facility in the amount of \$13,200.00.

**CITY MANAGER COMMENTS**

While it may be possible to provide these services cheaper in-house, we are experiencing delays in filling certain positions. For FY24 a cost-benefit analysis will be conducted to determine if it is cheaper and more efficient to provide these services in-house.

I recommend approval of the requested contracts as outlined above.

RESOLUTION NO. 22-106

*WHEREAS*, The City of Alliance operates the Alliance Library/Learning Center, Knight Museum and Sandhills Center, SkyView Golf Course, Airport, and the Public Works Facility; and

*WHEREAS*, As a result of normal use the buildings require cleaning on a regular basis; and

*WHEREAS*, The City previously issued an Invitation to Bid for the Janitorial Services for the City operated facilities and desires to continue janitorial services with the same vendor, A & J Janitorial. for the Knight Museum and Sandhills Center and the Alliance Learning Center for an additional 12 months; and

*WHEREAS*, PH Cleaning & Sewing was the lowest and most responsible bidder for the Alliance Utility Facility, Alliance Municipal Airport and SkyView Golf Course.

*NOW, THEREFORE, BE IT RESOLVED*, by the Mayor and City Council of Alliance, Nebraska, that the Mayor is authorized to sign Agreements with the listed vendors to provide for janitorial services at the following locations, effective January 1, 2023.

Facility	Vendor	Annual Contract Amount
Alliance Library/Learning Center	A & J Janitorial	\$26,160
Knight Museum & Sandhills Center	A & J Janitorial	\$10,740
Alliance Utility Facility	PH Cleaning & Sewing	\$13,200
Alliance Municipal Airport	PH Cleaning & Sewing	\$10,200
SkyView Golf Course	PH Cleaning & Sewing	\$3,750

PASSED AND APPROVED this 20<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mike Dafney, Mayor

(SEAL)

Attest: \_\_\_\_\_

Tarrah S. Johnson, City Clerk

Approved as to Form and Legality:

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Simmons Olsen Law Office, Legal Counsel