

**AGENDA ITEM 2.G.**

To: Matt Rexroad, Chair  
and Members of the Board of Directors

From: Mat Ehrhardt, P.E., Executive Director/APCO

Date: December 9, 2009

**Subject: Approved Agreement No. 09-31 with Tee Janitorial and Maintenance for Janitorial Services**

Recommended Action

Approve and authorize the APCO to sign Agreement No. 09-31 between the District and Tee Janitorial and Maintenance for janitorial and maintenance services for the period of January 1, 2010 to December 31, 2014, with a one two-year extension clause.

Reason For Recommended Action

The current Agreement ends on December 31, 2009. All agreements or services \$10,000 or greater, require Board approval.

Background

The District requesting quotations for contract services for janitorial and maintenance services in October 2009. We sent notices to 85 vendors and posted on the District's website. We held facility tours for approximately eight vendors. We received six quotation bids.

After checking references and interviewing three vendors, we are recommending to enter into a new contract with Tee Janitorial and Maintenance. Tee Janitorial and Maintenance is our current provider and has done an excellent job providing the services as required. An overview of the three vendors interviewed is shown on page 2 of memo.

Budget Impacts

There are sufficient funds available to cover the monthly service costs of \$1,354. There is a savings of \$1,338 for the fiscal year. We had anticipated a possible five percent increase for January through June 2010.

Other Agency Involvement

District Counsel approved the Request for Quotation and the Agreement to form.

Matt Rexroad, Chair  
December 9, 2009

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Tee Janitorial & Maint.- \$1,354/mo

Includes:

- 3 days of cleaning services
- 2-3 persons per day
- 18 man hours per week, 936 hrs. per year
- An extra 6-8 hrs. of floor and carpet work per month, not included in man hours above
- Cleaning supplies and equipment, including large and small trash bags
- Supervisor is part of the daily crew
- Weekly check by management
- Annual cleaning of outside windows.
- Knowledge of level of service Tee provides.
- Guarantee of price lock in for the five year agreement, and locked in price if we extend for two years.  
2010-2012 \$1,354/month  
2013-2014 \$1,376/month (1.5% increase)  
2015 \$1,376 (extension year)  
2016 \$1,396 (extension year, 1.5% increase)

Care Free Bldg. Services - \$800/mo

Includes:

- 3 days of cleaning services
- 1 person per day
- 9 man hours per week, 468 hrs. per year
- Cleaning supplies and equipment only
- Monthly check by management
- First two years locked in at \$800, and 2% increase for the remainder of agreement

Sonum's Cleaning Services - \$1,800/mo

Includes:

- 3 days of cleaning services
- 2-3 person per day
- 20 man hours per week, 1,040 hrs per year
- Cleaning supplies and equipment only
- Supervisor is 1 of the persons cleaning 1-2 times per week
- Agreed to \$1,800/month for five year agreement, and the one two-year extension.

Attachment: Agreement No. 09-31