



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1920-100

File ID: K-1920-100	Type: Contract	Status: Consent Item
Version: 1	Reference: Item 16	In Control: City Council
Department: Public Works Department	Cost:	File Created: 12/03/2019
File Name: Contract for Public Transportation Fleet Custodial Services		Final Action:

Title: CONTRACT K-1920-100: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TRT ENTERPRISES, L.L.C., D/B/A STRATEGIC JANITORIAL SOLUTIONS, TO PROVIDE CUSTODIAL SERVICES FOR THE CITY'S PUBLIC TRANSPORTATION FLEET, FOR THE MONTHLY FEE OF \$4,200.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1920-100 with TRT Enterprises, LLC, d/b/a Strategic Janitorial Solutions in the amount of \$4,200 per month; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 03/10/2020

Agenda Number: 16

Attachments: K-1920-100, RFP-1920-54 Proposal Amounts, Strategic Janitorial Solutions Proposal

Project Manager: Kristina Bell, Assistant City Attorney

Entered by: kristina.bell@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1920-100

Body

BACKGROUND: On July 1, 2019, the City of Norman assumed operation of public transportation services in the Norman area. City Council has approved an Interlocal Agreement, Contract K-1920-30, with the Central Oklahoma Transportation and Parking Authority (COTPA), doing business as (d/b/a) EMBARK, for EMBARK to provide transportation services for the City, including operation of the City's fixed routes and paratransit services. This

agreement provides that the City is responsible for the external and internal cleaning of the fleet. The City previously had two overnight employees who had been performing these cleaning duties in addition to daily fueling and minor mechanic work as needed, but it quickly became apparent that additional resources were needed to adequately maintain the custodial services required for on-going cleaning of the fleet of twenty-eight vehicles. The City entered a short-term agreement with TRT Enterprises, LLC, d/b/a Strategic Janitorial Solutions ("Strategic"), from January 20, 2020, through March 20, 2020, to provide immediate relief and allow the City's two employees to focus their efforts and attention on their other fueling and mechanical maintenance duties while the City sought proposals for a long-term agreement.

DISCUSSION: The City sought proposals through Request for Proposal RFP-1920-54. This request was submitted to all of the vendors listed on the Custodial Services Vendor List as well as to identified Disadvantaged Business Enterprises (DBEs) in the area. Three proposals to provide custodial services for the Norman public transportation fleet were received from Strategic, Oklahoma City; Capitol Cleaning OKC, Oklahoma City; and Agape Custodial Services, Inc., Oklahoma City.

Proposals were reviewed and evaluated by Mike White, Fleet Superintendent, and Taylor Johnson, Public Transit Coordinator, based upon price, quality, and experience providing similar services. Staff recommended the proposal submitted by Strategic. Strategic proposed the lowest cost. Fleet staff also expressed satisfaction with the work currently performed by Strategic during the short-term agreement.

The proposal submitted by Strategic includes a flat fee of \$4,200 per month to provide the following services:

- 1) **Daily** (5 times/week; only fleet vehicles used in service that day) - empty all trash cans, clean receptacles, reline trash cans with fresh liners, remove any loose items from the floor, remove gum or like debris from flooring and seating as needed, sweep and mop floor, and complete post cleaning inspection form provided by the City;
- 2) **Weekly** (all fleet vehicles) - vacuum, sweep, and mop bus floors; sanitize and clean handrails; dust and clean driver areas; sweep and mop stairs and handicap ramps; and clean all door/window glass and interior mirrors to a streak-free finish, including windshields; and
- 3) **Monthly** (all fleet vehicles) - vacuum seating; clean walls and ceilings; and clean doors.

This monthly fee includes provision of all cleaning supplies, chemicals, equipment, cleaners, and disinfectant. The City will be responsible for furnishing all paper towels, toilet tissue, hand soap, and trash liners. The FYE 2020 Budget includes funding for these services and is budgeted in Maintenance & Repair Contract Other (27550276-44229).

The effective date of the agreement will be the 23rd day of March, 2020, and will extend through March 23, 2021, subject to annual appropriation of sufficient funding by City Council. The Agreement is auto-renewable subject to annual appropriation of sufficient funding and a ninety

(90) day written notice termination provision.

RECOMMENDATION: Staff recommends that Contract K-1920-100 with TRT Enterprises, LLC, d/b/a Strategic Janitorial Solutions, be approved.