



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1920-38**

**File ID:** K-1920-38

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 22

**In Control:** City Council

**Department:** Parks and Recreation  
Department

**Cost:** \$62,940.00

**File Created:** 08/27/2019

**File Name:** Custodial Services for Parks and Recreation

**Final Action:**

**Title:** CONTRACT K-1920-38: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OFFICE PRIDE OF OKLAHOMA CITY AND MOORE IN THE AMOUNT OF \$62,940 ANNUALLY TO PROVIDE CUSTODIAL SERVICES FOR THE PARKS AND RECREATION FACILITIES AND WATER TESTING FOR LITTLE AXE COMMUNITY CENTER.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1920-38 with Office Pride of Oklahoma City and Moore in the amount of \$62,940 annually; and, if approved, authorize the execution thereof.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 09/10/2019

**Agenda Number:** 22

**Attachments:** Bid Tab, K-1920-38 Updates 9.4.19, RFP 1920-12, Requisition

**Project Manager:** Jud Foster, Director of Parks and Recreation

**Entered by:** lisa.griggs@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

### Text of Legislative File K-1920-38

Body

**BACKGROUND:** The Recreation Division is proposing to expand janitorial contract services for the Irving and Whittier Recreation Centers from three days a week to five days a week; and adding the Little Axe Community Center and the Senior Center to the contract. The Little Axe Community Center and Senior Center facilities were previously cleaned by city staff. In addition, at Little Axe, daily testing of the water quality from the water well located in the park is required

by the Oklahoma Department of Water Quality. Also, The Parks and Recreation Department have numerous park facility rentals per year at the Andrews Park, Rotary Park and Reaves Park facilities, which require opening and closing services along with cleaning services following each rental. Office Pride will provide these services as a part of this contract.

**DISCUSSION:** On July 26th and August 2nd, 2019 RFP-1920-12 was advertised in the *Norman Transcript* and the RFP was mailed to three custodial companies doing business in the OKC Metro area. All three companies responded with proposals to the RFP.

Office Pride of Oklahoma City-Moore submitted the lowest and best proposal for custodial services for the Parks and Recreation facilities and water testing at Little Axe Community Center in the total amount of \$62,940 in addition to \$45 per occurrence cleaning service provided for park rentals at the Andrews Park Building, Rotary House, and Reaves Center. Funding for this contract is currently available in the Recreation Programs Contract/Building account number 010-7021-451.42-27.

Contract K-1920-38 provides for cleaning services five times per week at the Senior Center, Little Axe Community Center, Irving Recreation Center, Whittier Recreation Center, and daily water testing of the Little Axe chlorination system; as well as, opening and closing park rental facilities with cleaning services provided for each rental.

The term of the contract is for one year with the contract automatically renewing on its anniversary of the effective date for a successive term of equal duration upon the same general terms and conditions contained in this Agreement. The contract may be terminated by either party, with or without cause, with a 30 day advance written notice. Payment to the contractor may be made on a monthly basis, following receipt of complete invoicing for services provided.

**RECOMMENDATION:** It is recommended that the City of Norman approve contract K-1920-30 with Office Pride of Oklahoma City-Moore in the amount of \$62,940 for annual custodial services for the Parks and Recreation Facilities and water testing for Little Axe Community Center.