



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1920-83**

**File ID:** K-1920-83

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 50

**In Control:** City Council

**Department:** City Clerk Department

**Cost:**

**File Created:** 10/12/2019

**File Name:** Norman Public Library Central Custodial Services

**Final Action:**

**Title:** CONTRACT K-1920-83: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING OKC, LP, TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY CENTRAL.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1920-83 with Capitol Cleaning OKC, LP; and, if approved, authorize the execution thereof.

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

**Agenda Date:** 10/22/2019

**Agenda Number:** 50

**Attachments:** K-1920-83, Capitol Cleaning Proposal - Exhibit A,  
RFP and Addendum Central Library Custodial  
Services

**Project Manager:** Brenda Hall, City Clerk

**Entered by:** brenda.hall@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-1920-83

Body

**BACKGROUND:** On 13 October 2015, Norman citizens passed the Norman Forward Initiative funding a variety of projects through a ½ percent sales tax increase over 15 years. Included in the NORMAN FORWARD Initiative was a project to construct a new Central Library on Acres Street.

The 78,642 square foot (sq. ft.) Central Library will include approximately 13,700 sq. ft. of children's space; 2,250 sq. ft. of marketplace which includes the magazine and newspaper area, Friends of the Norman Public Library store and a café; 18,000 sq. ft. of adult services area; 2,700 sq. ft. of teen space; 2,500 sq. ft. of local history space; 4,950 sq. ft. of meeting room space; and approximately 8,500 sq. ft. of staff space and "back of house" service space.

This Library will also be a Leadership in Energy and Environmental Design - Certified project, with native plants and grasses incorporated into the landscaping.

The Norman Municipal Authority, in its meeting of April 25, 2017, approved a contract with Flintco, Inc., for the construction of Norman Public Library Central. The construction is nearing completion and the Library is scheduled to open on November 3, 2019.

As stated in our current contract with Pioneer Library Systems, custodial services are provided by the City of Norman. Custodial Services for the Norman Public Library Central will be awarded for a one-year period with the option to renew with the consent of both parties an additional two years.

**DISCUSSION:** Five proposals to provide custodial services for the Norman Public Library Central were received in the City Clerk's Office on October 10, 2019, from Capitol Cleaning OKC, Oklahoma City; Imperial Maintenance Services, Inc., Denver, CO; Alliance Maintenance, Inc., Norman; Source One, Tulsa; and Ixcott Enterprises, LLC, Oklahoma City.

Proposals were reviewed and evaluated by Matthew Smith, Facility Maintenance Superintendent, and Brenda Hall, City Clerk, based upon experience providing similar services; references; cost; and overall ability to provide specified services. After evaluating each proposal staff recommended the proposal submitted by Capitol Cleaning OKC. Capitol Cleaning OKC is a full-service commercial janitorial cleaning company located in Oklahoma City. Capitol Cleaning OKC is currently cleaning the Norman Public Library East and staff has had great service of the past year at that facility.

The proposal submitted by Capitol Cleaning includes a base fee of \$11,480 per month plus per-occurrence fees for deep cleaning of floors and window cleaning. The FYE 2020 Budget includes funding for these services and is budgeted in Contract-Maintenance and Repair Services (010-2080-455.42-27). Partial funding for this contract will be provided from the Norman Forward Fund.

If approved, the proposed contract will become effective October 28, 2019, and continue through October 28, 2020. Provided the services outlined in the contract and proposal and the price remain unchanged, the specifications allow for an extension of the contract by mutual agreement of both parties for two additional 12 month periods, after sufficient appropriations have been made through adoption of the budget in each fiscal year.

**RECOMMENDATION:** Staff recommends Contract K-1920-83 with Capitol Cleaning OKC, LP, be approved.