



Legislation Text

File #: K-1819-17, **Version:** 1

CONTRACT K-1819-17: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY EAST.

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 Library Branch on East Alameda St. near Fire Station #9.

The 12,000 square foot (sq. ft.) East Branch Library will include 3,700 sq. ft. of adult/teen space (with 38 reader seats and 20 computer stations), 1,100 sq. ft. of children's space, a public meeting room with seating for 100, study room, public/staff meeting room, tablet lending services, staff space, and public area open seating. 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 February 23, 2017, approved a contract with Globe Construction Company for the construction of Norman Public Library East. The construction is complete and the Library is scheduled to open on July 18, 2018.

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

DISCUSSION: Three proposals to provide custodial services for the Norman Public Library East were received in the City Clerk's Office on June 28, 2018, from Capitol Cleaning, Oklahoma City; Executive Cleaning Specialists, Norman; and Alliance Maintenance, Inc., Norman.

A staff selection committee consisting of Matthew Smith, Facility Maintenance Superintendent; Brenda Hall, City Clerk; and Terry Floyd, Development Coordinator/Project Manager, reviewed and evaluated each proposal. Proposals were evaluated based upon experience providing similar services; references; cost; and overall ability to provide specified services. After evaluating each proposal, the committee unanimously recommended the proposal submitted by Capitol Cleaning. Capitol Cleaning is a full-service commercial janitorial cleaning company located in Oklahoma City.

The proposal submitted by Capitol Cleaning includes a base fee of \$2,275 per month plus per-occurrence fees of \$0.15 per square foot for deep cleaning of carpet and \$575 for window cleaning. The FYE 2019 Budget includes funding in the amount of \$32,000 for these services and is budgeted in Contract-Maintenance and Repair Services (010-2080-455.42-27). \$15,000 of this amount will be reimbursed to the General Fund from the NORMAN FORWARD Fund.

If approved, the proposed contract will become effective July 18, 2018, and continue through June 30, 2019. 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 an additional 12 month period, after sufficient appropriations have been made through adoption of the budget in each fiscal year.

RECOMMENDATION: Staff recommends Contract K-1819-17 with Capitol Cleaning be approved.