

MEMORANDUM

To: Marshall City Commission

From: Lisa Agnor, City Manager

Date: October 25, 2016

Subject: Discussion of and consideration of a Staff recommendation regarding janitorial Services for various City of Marshall facilities

Four vendors received bid packets for the provision of janitorial services for various City of Marshall facilities, and three responses were received. Bids were opened at 9:30 a.m. on Tuesday, October 18, 2016, in the second floor conference room at City Hall.

A summary of the bid proposals are as follows:

- 1) **Pineywoods Cleaning Services, of Marshall, Texas** presented a bid in the amount of **\$205,200.00**
- 2) **Hall and Hall Janitorial, Inc., of Marshall, Texas** presented a bid in the amount of **\$163,632.00**
- 3) **DNC Cleaning, Inc., of Carthage, Texas** presented a bid in the amount of **\$123,720.00**

Recommendation

After review, Staff respectfully requests that the Commission reject the submitted bids for Janitorial Services due to a significant increase in the cost of this service. Staff further recommends that we promote two of our current employees to serve as a full-time crew to provide this service in-house, with the possibility of adding a part-time person, if needed. Not only will this provide a cost savings to the City, but utilizing current employees will allow more flexibility and control in scheduling the services to be performed:

Two full-time employees:	\$74,000.00
One part-time employee:	\$12,000.00
Janitorial supplies:	<u>\$18,000.00</u>
Total cost:	\$104,000.00