



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** October 10, 2016  
**SUBJECT:** Authorize the City Manager to execute an agreement with Southlake Leasing & Management, Inc., dba Regent Services for janitorial service in the amount not to exceed \$73,326.00.

**PRESENTER:** Chris Amarante, Facilities and Construction Director

### **SUMMARY:**

This item is to authorize payment to Southlake Leasing & Management, Inc./dba Regent Services for janitorial service for an amount not to exceed \$73,326.00.

### **GENERAL DESCRIPTION:**

Prior to the opening of the new City Hall, staff began evaluating options for the cleaning of new and existing facilities. One of these options was to perform the task using a combination of full and part-time staff supplemented by a contracted janitorial service. Currently, the plan is for City staff to clean the new City Hall and other sensitive areas while a janitorial service would be contracted to clean locations requiring less security. Before moving into the new City Hall the city had seven (7) full-time and one (1) part-time employees that provided the cleaning services. Due to turnover, two (2) of the full time positions are currently vacant. If the contract is approved the city will have 5 full time and 1 part-time employees and the contract workers dedicated to cleaning these facilities. This hybrid approach of using contract services and City employees can be performed within the allocated budget amount for custodial services.

This agenda item is to approve the agreement with Southlake Leasing & Management, Inc./dba Regent Services for janitorial services. The City plans to utilize an Interlocal Agreement with The City of Richland Hills to contract with Regent Services for janitorial service at several city owned facilities. This service, coupled with the available in-house resources, will provide the best value to the City, keep the facilities clean, prolong interior finishes, and maintain a positive image. Regent Services has reviewed the outlying facilities and will provide all labor, supervision, management, equipment, small tools, and insurance required to perform the services outlined in the proposal. The City will supply expendable restroom supplies such as hand towels, toilet tissue, sanitary products, hand soap, and plastic bags, which is a standard procedure. The City will be charged a flat rate for each facility identified on a monthly basis plus expenses for any additional services requested by the City. Additional services include items not covered in the flat rated quote, such as, additional carpet cleaning, window washing and/or any other items



not identified in the agreement. The cost breakdown between the flat-rate janitorial service and additional services is shown below:

Flat Rate Services:	\$58,326.00
Additional Services:	<u>\$15,000.00</u> (if necessary)
Total Agreement:	\$73,326.00

**RECOMMENDATION:**

Authorize the City Manager to execute an agreement with Southlake Leasing & Management, Inc./dba Regent Services for janitorial service in the amount not to exceed \$73,326.00.