

# Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Eric Strong, City Manager  
Date: June 2, 2015  
Subject: RFB 1502 Janitorial Services

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**Council Action:** Consider bid for Janitorial Services

**Background Information:** The City Secretary opened bids for RFB 1502 at 2:00pm on May 27<sup>th</sup> for Janitorial Services. Bids were submitted by Regent Services and JF Cleaning Services.

This bid provides for the cleaning of City facilities including: City Hall; Community Center; Public Works; Police Department; Animal Shelter; & the Crime Victims Liaison building on a specified and routine basis. Bids were tabulated at a monthly expenditure as follows:

Regent Services: \$3,150 per month (or \$37,800 annually)

JF Cleaning Services: \$2,900 per month (or \$34,800 annually)

Regent Services is a full service commercial janitorial contractor based in Fort Worth and JF Cleaning Services is the contractor that is currently providing janitorial services for our City facilities. The method in which the request for bid was written allows the City Council to award a contract based on *Best Value* and not strictly on *Low Bid*.

As JF Cleaning Services has been providing janitorial services for the most part of this last year, they are a one-man shop. If illness or vacations were to come up, no one is here to cover. There have been several situations when paper products were not replenished in a timely manner nor were areas regularly cleaned to our satisfaction.

Therefore, staff recommends awarding the contract to Regent Services because they offer the best value to Richland Hills. They have ample staff that can accommodate the cleaning of all of our facilities in a timely manner and provide access to resources such as paper products at a much lower cost due to the volume that they purchase across the area. They currently provide janitorial services for the Cities of Southlake and Grapevine, and they also service private buildings as well. When called upon by city staff, Chad Hester with the City of Grapevine stated that Regent Services is very professional and responsive. If any issues arise, one call is all it takes to get it resolved

in a timely manner. He stated that Regent Service's staff is very friendly and that he would recommend them. Likewise, Kurt Ackermann with the City of Southlake highly recommends Regent Services and stated that the company was very dependable and has been for the last four years they have been providing services for Southlake. He stated that if spontaneous issues arise, Regent takes care of things promptly. They are very flexible and mobile.

**Board/Citizen Input:** N/A

**Financial Impact:** \$3,150/month plus paper supplies (*varies based on use but ~\$225 to \$250 per month*)

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**Attachments:** N/A