



Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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DATE: April 6, 2017
TO: Dan Duchniak
FROM: Kelly Zylstra
RE: Two-Year Cleaning Services Contract

Four requests for proposals were sent out to clean our Administrative Building for a two-year period, June 1, 2017 thru May 31, 2019. The cleaning service proposal included cleaning supplies, equipment, and labor to clean approximately 7,115 square feet. This includes the office areas, lunch room, restrooms, locker and shower areas, 5 days per week. One proposal was received, with two vendors that were not interested and the fourth saying they could not compete with the prices that we have seen in the past. The table breakdown is below.

Provider	Costs 1 st Year	Costs 2 nd Year	Two Year Total
Rembrandt Commercial Cleaning 20900 Swenson Drive, Suite 250 Waukesha, WI 53186	Monthly Cost: \$1,014 Exterior Windows: \$170 Carpet Cleaning: \$375 Tile Floor Buffing : \$90 Sealing floors/steps: \$720 TOTAL: \$ 14,158	Monthly Cost: \$1,020 Exterior Windows: \$170 Carpet Cleaning: \$375 Tile Floor Buffing : \$90 Sealing floors/steps: \$720 TOTAL SPENT: \$14,230	\$28,388
Excel Building Services, Inc.	No Bid	No Bid	No Bid
3rd Millennium Cleaning	No Bid	No Bid	No Bid
Dan Plautz Cleaning	No Bid	No Bid	No Bid

Rembrandt Commercial Cleaning is our current service provider and has been with us since 2008. Their past annual totals and most recent unit prices are included below for your reference.

Provider	Past Annual Totals	Breakdown: 1/1/17-5/31/2017
Rembrandt Commercial Cleaning	2016:\$12,411 2015:\$12,589 2014:\$12,659 2013:\$12,434 2012:\$12,474 2011:\$11,184 2010:\$11,921 2009:\$12,199 2008: \$11,954	Monthly Cost: \$910 Exterior Windows: \$150 Carpet Cleaning: \$360 Tile Floor Buffing : \$80 Sealing floors/steps: \$700

Based on the past workmanship and the modest increase in their prices for the next two years, it is my recommendation to award this two-year contract to Rembrandt Commercial Cleaning for a not to exceed amount of \$14,158 for the first year, and \$14,230 for the second year. Funds for this service will be taken from Account #9214, which has \$16,500 allocated for this work in 2017.

Recommended Motion:

Move to approve the award of a 2017-2019 2-year Agreement to Rembrandt Commercial Cleaning for a not to exceed amount of \$14,158 for the first year, and \$14,230 for the second year.