



## MEMORANDUM

DATE: April 8, 2019

TO: Dan Duchniak

FROM: Kelly Zylstra

RE: Approval for Extending the Two-Year Cleaning Service Contract for a Third Year

Proposals for cleaning our Administrative Building (115 North Street) were received in April 2017. Rembrandt Commercial Cleaning was the only bidder and was awarded the contract for a two-year period (June 2017-May 2019) at the April 2017 Commission meeting. Their fees were in line with the previous several contracts.

I received a request from Rembrandt to extend their contract for one additional year (through May of 2020). The Utility has been pleased with the performance of this contractor and we feel it is in the best interest of the Utility to approve this extension. Utility Procurement Policy 501.1, Sec. D (8) allows for a three-year agreement. The monthly cleaning fee is \$1,020, with fixed fees for the lunchroom floor and for window washing; all of which are the same rates from their second year of the contract.

It is our recommendation to award this one-year contract extension to Rembrandt Commercial Cleaning per their original contract dated from 2017. Total cost of these services not to exceed \$16,000, which matches the amount that has been budgeted in account 9214 for these services.

**Recommended Motion:** Move to approve a one-Year Cleaning Service Contract Extension to Rembrandt Commercial Cleaning for a total cost not to exceed \$16,000.