

**CITY OF WAUKESHA****Administration**

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Committee: Transit Commission	Date: 8/3/2017
Common Council Item Number: 17-1137	Date: 8/15/2017
Submitted By: Fred Abadi- Public Works	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Approval to Exercise Option Year 2 Bid from Coverall of Wisconsin for Janitorial Services at the Transit Center	

Details:

This item is to seek the approval to exercise the Option Year 2 Bid from Coverall of Wisconsin for Janitorial Services at the Transit Center. In 2013, a bid for Janitorial Services at the Transit Center was conducted and Coverall of Wisconsin was the lowest responsive bid at \$15,480/year for 3 years from November 8, 2013 to November 7, 2016. The bid also included two one year options at the same price \$15,480/year. The first option year has been exercised and expires November 7, 2017. The second option year would run from November 8, 2017 to November 7, 2018. Given that the price is the same as the Year 1 price, the bid was so much lower than the other bidders and that Coverall does a satisfactory job cleaning the Transit Center, the best option available would be to exercise the second option year of the bid.

Options & Alternatives:

Options available would be to exercise Option Year 2, go out for bid, or hire staff. Given the costs, it would not be feasible to hire staff for the annual cost paid to Coverall and get the same amount of service. Re-bidding the service at this time would almost certainly lead to a higher cost for the service as the pricing was set in 2013 and was by far the lowest bid. Given these choices, exercising Option Year 2 is the best alternative.

Financial Remarks:

As stated above, the Option Year 2 cost for Janitorial Services for the Transit Center would be \$15,480. It is the most cost effective alternative and the price is the same as the price in 2013. The next lowest bid from 2013 was \$22,800 and that company did not provide option year pricing. This service is budgeted in the Transit operating budget.

Executive Recommendation:

Recommend approval.



