



# Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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DATE: October 19, 2020

TO: Dan Duchniak

FROM: Kelly Zylstra

RE: Cleaning and Janitorial Services Contract (November 1, 2020 – December 31, 2023)

Four requests for proposals were sent out to clean our Administrative Building for a three-year and two-month period, from November 1, 2020 thru December 31, 2023. The cleaning service proposal included cleaning supplies, equipment, and labor to clean approximately 7,115 square feet. This includes the office areas, lunchroom, restrooms, locker and shower areas, 5 days per week, windows and carpets once per year, buffing the tile floors monthly and sealing the floors twice per year. Two proposals were received, one was nonresponsive, and one reported they chose not to submit because the consumables (cleaning products and trash can liners) were included in the pricing. The table breakdown is below.

Provider	Cost Per Month (Nov and Dec 2020)	Cost Per Month (2021)	Cost Per Month (2022)	Cost Per Month (2023)
Rembrandt Commercial Cleaning 20900 Swenson Drive, Suite 250 Waukesha, WI 53186	Monthly Cost: \$1,112  TOTAL: \$ 2,224	Monthly Cost: \$1,112 Windows: \$180 Carpet Cleaning: \$390 Tile Floor Buffing: \$90 Sealing floors: <u>\$780</u> 2021 TOTAL: \$16,554	Monthly Cost: \$1,135 Windows: \$180 Carpet Cleaning: \$390 Tile Floor Buffing: \$90 Sealing floors: <u>\$780</u> 2022 TOTAL: \$16,830	Monthly Cost: \$1,160 Windows: \$180 Carpet Cleaning: \$400 Tile Floor Buffing: \$90 Sealing floors: <u>\$800</u> 2023 TOTAL: \$17,180
Rachil Janitorial Group	Monthly Cost: \$2,880 Trash Can Liners: \$77  TOTAL: \$5,914	Monthly Cost: \$2,957 Trash Can Liners: \$77 Windows: \$977 Carpet Cleaning: \$1,333 Tile Floor Buffing: \$91 Sealing floors: <u>\$2,232</u> TOTAL: \$44,274	Monthly Cost: \$3,016 Trash Can Liners: \$78 Windows: \$996 Carpet Cleaning: \$1,359 Tile Floor Buffing: \$92 Sealing floors: <u>\$2,276</u> TOTAL: \$45,159	Monthly Cost: \$3,076 Trash Can Liners: \$80 Windows: \$1,016 Carpet Cleaning: \$1,386 Tile Floor Buffing: \$94 Sealing floor: <u>\$2,322</u> TOTAL: \$46,063
Environmental Control Co.	No Bid	No Bid	No Bid	No Bid
Essentially For You Cleaning	No Bid	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: 2019
Rembrandt Commercial Cleaning	2019: \$14,585 2018: \$14,375 2017: \$13,773 2016: \$12,411 2015: \$12,589 2014: \$12,659 2013: \$12,434	Monthly Cost: \$1,020 Exterior Windows: \$170 Carpet Cleaning: \$375 Tile Floor Buffing: \$90 Sealing floors/steps: \$720

Based on the past workmanship and the modest increase in their prices for the few years, it is my recommendation to award this contract to Rembrandt Commercial Cleaning for a not to exceed amount of \$2,224 for the remainder of 2020, \$16,554 for 2021, \$16,830 for 2022, and \$17,180 for 2023. Funds for this service will be taken from Account #9214.

***Recommended Motion:*** Move to approve a three year and two-month Agreement to Rembrandt Commercial Cleaning for a not to exceed amount of \$2,224 for the remainder of 2020, \$16,554 for 2021, \$16,830 for 2022, and \$17,180 for 2023.