

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

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Committee: Transit Commission	Date: 10/4/2018
Common Council Item Number: 18-1443	Date: 10/16/2018
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 BER
Subject: Approval of Janitorial Service Bid from Coverall North America, Inc. for Cleaning the Transit Center	

Details:

This item is to seek the approval of the Janitorial Service Bid from Coverall North America, Inc. to clean the Transit Center on a daily basis. The current agreement with Coverall expires November 7, 2018 so a new bid was conducted for a new three-year period. As the bid tab attached illustrates, bids for the first year were: \$18,600.00, \$27,766.80 and \$33,522.60 and total bids over the three-year period were: \$57,000.00, \$83,300.40, \$102,327.72. The lowest bid was from Coverall, the incumbent, who has been doing a good job cleaning the facility the past five years.

Options & Alternatives:

The only alternative would be to hire staff to clean the facility but the costs would likely be considerably higher as the daily cost from Coverall is only \$51.81 and that includes two people cleaning the Transit Center.

Financial Remarks:

As stated in the detail, the Coverall bid was \$18,600.00 for Year 1 and was left at the same price for Year 2. In Year 3, the price increases to \$19,800.00. This bid is 20% higher than the current price (\$15,480) but that price has been fixed since 2013. Given the fixed price for the past 5 years, the extremely low price compared to other bids received in 2013 and the very low unemployment rate, we had expected a first year cost increase of 50% and 5% increases in Years 2 & 3 so this bid was over \$4,500/year lower than expected. The cost of this service is allocated 90% to the Transit Commission and 10% to the Parking Utility operating budgets. For 2019, the costs will be \$16,740.00 to Transit and \$1,860.00 for Parking.

Executive Recommendation:

Recommend approval.

