

MEMO

TO: President and the Members of the Town Council

FROM: Dave Pelc

SUBJECT: Quotes for Cleaning Services

MEETING

DATE: November 24, 2014

**Background:**

For the last 3 years, Purcell Commercial Cleaning & Supply, LLC has had the contract for janitorial services at Town Hall, Police Department, PW Garage, Park Maintenance Garage, Community Park Social Center, Community Park bathrooms, Centennial Park Maintenance Garage and Fire Stations 1, 2, & 3. Their contract expires December 31, 2014.

**Methodology:**

Purcell Commercial Cleaning could no longer extend their prices so we went out for quotes for janitorial services. I met with 4 cleaning services and walked them through each building and described what the contract involves. Due to the construction at Community Park, there will be additional bathrooms to be cleaned from April 1st thru October 1st. All companies are required to be licensed in town and have liability insurance. Any work outside of the contract will be invoiced separately.

We received 4 quotes for janitorial services, they are as follows:

Purcell Commercial Cleaning & Supply, LLC -	\$40,224/yr
L & D Services Unlimited -	\$48,456/yr
Performance Plus -	\$59,916/yr
Servicemaster -	\$97,008/yr

Purcell Commercial Cleaning has proposed to keep their price as stated for the next three years. This agreement would be from January 1, 2015 until December 31, 2017. The agreement can be terminated by either party by giving notice in writing at least thirty days prior to the desired date of termination.

**Recommendations:**

Vote to accept the quote from Purcell Commercial Cleaning & Supply, LLC for \$40,224/yr, from January 1, 2015 through December 31, 2017. This expense will be divided between the operating budgets of Town Hall, Public Works and Parks.