



# CITY OF APPLETON

**Department of Parks & Recreation**

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TO: Finance Committee

FROM: Dean Gazza

DATE: 10-7-24

RE: Request to award contract to KleenMark to provide Janitorial Services to all City of Appleton facilities/locations for the years 2025-2029. The contract totals are 2025 (\$463,883), 2026 (\$477,800), 2027 (\$492,134), 2028 (\$506,898), and 2029 (\$522,105) annually.

The City of Appleton's Janitorial Services agreement expires 12/31/24. The Parks and Recreation Department released an RFP in May 2024. Two ads were published in the Appleton Post-Crescent requesting proposals for Janitorial Services for the City of Appleton. In addition, notices were emailed to all companies who provided a proposal in the past, have notified us of interest by general solicitation or companies we were aware of that provided this service. On May 29, 2024, a walk-through of the facilities was provided to interested responders. Several companies were present at the walk-through. The proposals were due on June 13, 2024, and we received four responses to the Request for Proposal. The feedback we received from the companies who did not submit a proposal was that they had never seen a better request for proposal assembled for such services, but were declining to bid because of the overall magnitude, diversity and complexity of the work for the City of Appleton's various operations.

Prior to sending the RFP, Parks and Recreation spent a significant amount of time evaluating janitorial service levels throughout each building. Standards for each building were reviewed this year with the goal of ensuring good janitorial services throughout the facilities, while reducing our overall costs.

We received four proposals from the following contractors GSF (\$615,466), CleanPower (\$615,164), KleenMark (\$463,883) and AccuClean Pro (\$455,000). Our review committee consisted of five people Dean Gazza, Tom Flick, Cameron Green and Kristopher Alberts from Facilities Management and Jennifer Huss from Finance. Upon review of the proposals, interviews and references, our team recommends and requests the Finance Committee to award the Janitorial Cleaning Services contract to KleenMark to provide Janitorial Services for the years 2025-2029. Please note that additional expenses, estimated at \$30,000, are incurred on a time and materials basis for room set-ups, blood borne pathogen clean-ups and special requests and are charged above and beyond the contract price.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appletonwi.gov](mailto:dean.gazza@appletonwi.gov).  
Thank you.