



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean Gazza

DATE: 10/21/2019

RE: Request to award contract to CleanPower to provide Janitorial Services to all City of Appleton facilities/locations for the years 2020-2024. The contract totals are 2020 (\$406,199), 2021 (\$406,199), 2022 (\$419,417), 2023 (\$419,417), and 2024 (\$419,417) annually.

The City of Appleton’s Janitorial Services agreement expires 12/31/19. The Parks, Recreation and Facilities Management Department released an RFP in August, 2019. 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 August 20, 2019 a walk-through of the facilities was provided to interested responders. Several companies were present at the walk-through. The proposals were due on September 5, 2019 and we received three 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, Recreation and Facilities Management spent a significant amount of time evaluating janitorial service levels throughout each building. Standards for each building were re-established in 2008 and reviewed this year with the goal of ensuring good janitorial services throughout the facilities, while reducing our overall costs.

Upon review of the proposals and based on past performance from this contractor, our team recommends and requests the Finance Committee to award the Janitorial Cleaning Services contract to CleanPower to provide Janitorial Services for the years 2020-2024. Please note that additional expenses 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. Historically, the city has spent less than \$10,000 annually for these “as needed” requests.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org. Thank you.