



Memorandum

To: Otis Thomas, General Services Director

From: Hal Beard, Assistant Public Works Director

Through: Rob McCaughan, Public Works Director *RYM*

Subject: Bid Award – Bid # E-58-16 Janitorial Services

Date: October 21, 2016

On October 14, 2016 at 2:00pm sealed bids were opened for Janitorial Services for selected facilities throughout the City. After a review of the Janitorial Services Bid #E-58-16 results with the Purchasing Department, it is recommended that Image Janitorial Services, Inc. as the low bidder, be awarded the Janitorial Services Contract #E-58-16 in the amount of \$7,761.00 per month for one year with the option of three (3) one year renewals as stated in the bid specifications. The City facilities included in this contract are: City Hall, Commission Chambers, Public Works Administration, Garage, Operations, Purchasing, Air Park, Fire Administration and Fire Training.

Funding

Identified funding source is Central Services/Cleaning budget line item #503-5310-595.52-55 at an annual cost of \$93,132.00.

cc: File