

City Manager to Commission NOVUS
Change Order – USSI Janitorial Services

Background Analysis

United States Service Industries, Inc (USSI) contracted with Jacobs for janitorial services at all five (5) NMB water (NMBW) facilities including disinfecting services for 49,000 square feet of office and common spaces. To maintain the sensitivity and security of these facilities, contracted staff must be thoroughly vetted prior to performing services at the facilities.

A price analysis was completed in November 2020 with the City's current janitorial services provider; Chi Ada and NMBW janitorial service provider (via Jacobs). USSI fixed contract pricing is approximately \$3,000 less than the pricing quoted by Chi-Ada. In an effort to provide excellent municipal services, in a financially responsible manner, consistent with our Strategic Plan, and maintaining continuity of services, under the authority of the City Manager, USSI was awarded a six (6) month contract for continued janitorial services under the same terms, conditions, pricing and vetted staff.

At the end of the 6-month term, USSI continued to provide janitorial services at the same rates as previously contracted without markup from May 2021 to present. A price analysis was completed in comparison to the current rates as well as with 3% CPI markup, with two municipalities. With a similar scope, the price per square foot is significantly more than that currently being paid by NMBW at \$.14 per sq. ft. Services will be rendered for NMBW through the end of the calendar year while a new Janitorial solicitation is being evaluated and awarded.

Recommendation

NMB Water and Procurement Management recommend the City Manager, after conducting his own due diligence, confirm that the price analysis completed outlines the most advantageous price value for the City to include services, continuity and security. The total for services through December 2021, is \$62,867.