



AGENDA MEMORANDUM

Public Works Department

City Council Regular Meeting Date: July 16, 2024

To: City Council
From: Joshua Holler, Superintendent of Streets and Parks
Date: June 13, 2024

SUBJECT: Janitorial Services for City Facilities.

BACKGROUND: The current contract for janitorial services, which encompasses the maintenance of nine beach park restrooms, the Community Park restroom, City Hall complex, and the Public Works complex, is set to conclude on September 30, 2024. In anticipation of this, a request for proposals was published in the March 4, 2024, edition of the Fort Myers News-Press to solicit bids for the continued cleaning services of these facilities. This request also included the Planning and Building Department complex, as well as the Recreation Center restrooms and locker rooms.

By the closing date of April 4, 2024, a total of eight (8) proposals were received. A dedicated selection committee was formed to evaluate these proposals. The committee, Superintendent of Streets and Parks, Deputy Director, and Operations Manager from the Public Works Department, Director from Recreation Department, and Procurement Manager from Finance Department, conducted a thorough review based on the qualifications and cost proposals presented in the written submissions.

After careful consideration, Marsden Services emerged as the top-ranked firm for providing janitorial services to these city facilities. The detailed background information supporting this decision is attached for your review.

Marsden Services has been identified as the preferred provider for this contract, offering a competitive rate of \$127,671.48 for the first year, \$131,502.84 for the second year, and \$135,476.28 for the third year. The staff believes that Marsden Services' proposal aligns with our city's standards for quality and efficiency.

FUNDING SOURCE: The Fiscal Year 2025 operating budget proposal through the Tourist Development Council (TDC) includes allocations for the janitorial upkeep of the nine (9) beach park restrooms and the Bowman's Beach Park Changing Rooms. Additionally, the Public Facilities FY2025 Draft operating budget provides for the janitorial services of the Community Park restroom, City Hall Complex, and Public Works Complex. The Draft FY2025 operating budgets for both the Planning and Building Department Complex and the Recreation Department also encompass provisions for janitorial services.

Sanibel is and shall remain a barrier island sanctuary

Draft FY2025 Operating Budget Breakdown	Amount
Beach Parking budget through TDC for Janitorial Services (Nine beach park restrooms)	\$115,000.00
Cost for FY2025 janitorial services of beach parks facilities	(\$86,767.20)
Budget Balance:	\$28,232.80
Public Facilities budget for Janitorial Services (Community Park restroom, City Hall complex, and the Public Works complex)	(\$38,460)
Cost for FY2025 janitorial services	(\$29,748.48)
Budget Balance:	\$8,711.52
Planning and Building budget for Janitorial Services (Planning and Building Department complex)	(\$6,000.00)
Cost for FY2025 janitorial services	(\$3,718.44)
Budget Balance:	\$2,281.56
Recreation Department budget for Janitorial Services (Recreation Center restrooms and locker rooms)	(\$10,000.00)
Cost for FY2025 janitorial services	(\$7,437.36)
Budget Balance:	\$2,562.64

The budget balances shown in the table above, will be reserved for additional cleaning services that are typically required above the base contract amounts during any given fiscal year.

RECOMMENDED ACTION: Award a three-year Janitorial Services contract, with the potential for a two-year extension, with Marsden Services, in the amount of \$127,671.48 for the first year, \$131,502.84 for the second year, and \$135,476.28 for the third year, and authorize the City Manager to execute the contract.