

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Mike Bozzo, Director of Fleet and Facilities
Cindy Campen, Service Section Supervisor
Magan Waltari, Procurement & Grants Coordinator

DATE: November 15, 2018

SUBJECT: Consideration of Approval of a Contract for Janitorial Services with Advantage Building Services

RECOMMENDATION

The Executive Committee met on November 8, 2018 and recommended that the Board of Directors approve a two year contract with Advantage Building Services of Everett, WA for Janitorial and Window Cleaning Services for a total of \$308,000, including a \$10,000 contingency.

BACKGROUND

Staff issued a Request for Proposals (RFP) for janitorial and window cleaning service on September 19th. Contractors were required to price each WTA site on a monthly lump sum basis. Contractors were evaluated on their experience cleaning public facilities, staffing plan, training, company organization and their understanding of the requirements of the RFP. Two proposals were received. WTA's evaluation team selected Advantage Building Services, the agency's current vendor.

This contract is for an initial two (2) year term starting December 1, 2018 with options to extend for two (2) additional terms of two (2) year increments. If all options are executed this contract will total about \$924,000.

FISCAL IMPACT

The required budget for janitorial and window cleaning will be included in the Facilities Maintenance Budget for 2019. The contractor will be monitored and inspected by the Service Section Supervisor for performance.