

**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 19<sup>th</sup>. 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.