

# City Council Agenda Memo

**From:** Matt Bartley, Street Supt.  
**Council Meeting:** June 30, 2020  
**Subject:** Custodial Services Contract  
**Person(s) Responsible:** Matt Bartley, Street Supt.

## **Summary**

This resolution will award bids for the Brookings City & County Government Center custodial services to ISS Facility Services for the bid price of \$3,875.00 per month. The bid is lower than the current contract amount of \$4,075.00 per month.

## **Background**

The Brookings City & County Government Center custodial services contract expires on July 31, 2020. This bid is for a 2-year contract, with a clause to contract up to 2 additional one-year extensions, if agreeable to both parties. The existing services are provided by ISS Facility Services and staff is happy with their efforts.

## **Item Details**

The City and County of Brookings let bids on June 9, 2020 at 1:30 pm at the City & County Government Center, and the following bids were received:

ISS Facility Services	\$3,875/month
Marsden Building Maintenance LLC	\$4,366.90/month

The lowest bid received is lower than the current contract amount of \$4,075.00 per month.

## **Legal Consideration:**

None.

## **Strategic Plan Consideration:**

None.

## **Financial Consideration:**

The bid prices for this project were very competitive and below the previous contract. The City is recommending the contract be awarded to the low bid from ISS Facility Services.

## **Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a work session
5. Do nothing

Staff recommends approval.

**Supporting Documentation:**

Resolution