

May 7, 2014

Award the Bid to Provide Janitorial Service for the AADL

I. Problem Statement:

Select a contractor(s) to provide Janitorial service for the AADL.

II. Executive Summary:

Comparable bids will be evaluated and a contractor(s) selected by the Board of the AADL for the next three years.

III. Background:

The AADL's current janitorial service contracts expires June 30, 2014. A request for bid was sent out in April in order to assure that the Library is paying a competitive rate for janitorial services. The AADL currently uses two contractors. Three vendors responded. The bid amounts are listed on the attached sheet and are detailed by building location.

IV. Options:

1. Reject current bids and rebid the work.
2. Award the bid(s).

V. Rationale:

Bid meetings were held with each contractor. Pioneer Janitorial and RNA Janitorial are currently contracted by AADL. CITI Building Services is a reputable firm, but it was not clear to AADL during the pre-bid discussion that CITI understood the scope of the work. Their bid amount supports this conclusion.

VI. Recommendation

Administration recommends that RNA Janitorial be selected to perform janitorial services for the next three years, 2014-2017, based on the current performance of the company and the submitted bid amounts.

2014-2017 Janitorial Bids

	<u>Pioneer Janitorial</u>	<u>RNA Janitorial</u>	<u>CITI Building Services</u>
<u>Downtown Branch</u>			
2014-2015	\$ 94,983	\$ 93,480	\$ 90,735
2015-2016	\$ 97,555	\$ 93,480	\$ 90,735
2016-2017	<u>\$ 99,872</u>	<u>\$ 93,480</u>	<u>\$ 90,735</u>
	\$ 292,410	\$ 280,440	\$ 272,205
<u>West Branch</u>			
2014-2015	\$ 12,422	\$ 8,640	\$ 8,395
2015-2016	\$ 12,795	\$ 8,640	\$ 8,395
2016-2017	<u>\$ 13,261</u>	<u>\$ 8,640</u>	<u>\$ 8,395</u>
	\$ 38,478	\$ 25,920	\$ 25,185
<u>Pittsfield Branch</u>			
2014-2015	\$ 22,165	\$ 19,068	\$ 15,525
2015-2016	\$ 24,210	\$ 19,068	\$ 15,525
2016-2017	<u>\$ 24,950</u>	<u>\$ 19,068</u>	<u>\$ 15,525</u>
	\$ 71,325	\$ 57,204	\$ 46,575
<u>Traverwood Branch</u>			
2014-2015	\$ 29,975	\$ 18,492	\$ 15,525
2015-2016	\$ 30,875	\$ 18,492	\$ 15,525
2016-2017	<u>\$ 31,750</u>	<u>\$ 18,492</u>	<u>\$ 15,525</u>
	\$ 92,600	\$ 55,476	\$ 46,575
<u>Malletts Creek Branch</u>			
2014-2015	\$ 28,980	\$ 19,236	\$ 15,525
2015-2016	\$ 29,975	\$ 19,236	\$ 15,525
2016-2017	<u>\$ 30,850</u>	<u>\$ 19,236</u>	<u>\$ 15,525</u>
	\$ 89,805	\$ 57,708	\$ 46,575
Three Year Total:	<u>\$ 584,618</u>	<u>\$ 476,748</u>	<u>\$ 437,115</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-134**

**RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICE FOR
THREE YEARS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of May 2014 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

THE BOARD RESOLVES:

- 1.) That the contract for janitorial services be awarded to R.N.A. Janitorial for the next three years, 2014-2017, for the bid amount of \$476,748.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary