



# MEMORANDUM

Council Agenda  
Item No. IX. O  
6/20/2023

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Pricing agreement award and approval, Jani-King of Oklahoma, Inc. (C246025), custodial services for the Oklahoma City Municipal Court Building, estimated cost \$125,000, July 1, 2023 through June 30, 2024; and approving performance bond.

### **Purpose:**

To enter into a pricing agreement for custodial services for the Oklahoma City Municipal Court Building. The vendor shall supply all machinery, tools, supplies, and manpower to successfully meet the requirements of the specifications. The current agreement expires June 30, 2023. This agreement will have two one-year renewal options.

### **Specifications Advertised:**

April 12, 2023

### **Bids Received:**

May 3, 2023

### **Bids:**

(C246025)

Jani-King of Oklahoma, Inc.

\$9,178.26 a month

### **Bidding Information:**

The specifications were advertised in the Journal Record and posted in the electronic bidding system. Thirty-five potential bidders viewed the specifications with ten bids submitted. A mandatory pre-bid meeting was held on April 12, 2023 with thirteen potential bidders and City staff in attendance.

Staff is recommending award to lowest and best bidder meeting the requirements of the specifications, Jani-King of Oklahoma, Inc. Jani-King submitted the lowest bid for services overall while providing the most personnel to perform the work.

Unicare Building Maintenance, Inc submitted the lowest monthly bid. Unicare did not provide references as specifically requested in the bid. They did not submit pricing for interior and exterior window cleaning and floor reconditioning, as required by bid specifications. Therefore, they are not recommended for award. The second lowest monthly bidder, JRC Property Management,

LLC, did not submit pricing for interior and exterior window cleaning and floor reconditioning or references, as required by the bid specifications. Therefore, they are not recommended for award.

The estimated cost for this pricing agreement is based on previous expenditures for this commodity. The City is under no obligation to purchase from this agreement. All purchases are subject to future appropriations and availability of funds.

**Estimated Cost:**

\$125,000

**Source of Funds:**

General Fund – General Operations – Court Operations – Miscellaneous Services Contracts (001-0001-1000402-52010028)

**Review:**

Finance Department

**Recommendation:** Agreement be awarded and approved and Performance Bond be approved.