



# MEMORANDUM

Council Agenda  
Item No. IX. D  
3/11/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Pricing agreement awards and approvals, ESMA Janitorial Services, LLC, as Primary Award (COKC01483) and SourceOne Management Services, Inc. (COKC01484), as Secondary Award for custodial services for various City buildings managed by the General Services Department, estimated cost \$400,000, March 15, 2025 through March 14, 2026.

### **Purpose:**

To obtain custodial services for various City buildings managed by the General Services Department. The vendor shall supply all machinery, tools, supplies, and manpower to successfully meet the requirements of the specifications. This agreement will have two one-year renewal options.

### **Specifications Advertised:**

December 18, 2024

### **Bids Received:**

January 15, 2025

### **Bids:**

(COKC01483)

ESMA Janitorial Services, LLC - Primary Award

Primary: All locations

All items as bid.

(COKC01484)

SourceOne Management Services, Inc - Secondary Award

Secondary: All or partial locations

All items as bid.

### **Bidding Information:**

The current agreement expires on March 14, 2025.

The specifications were advertised in the Journal Record and posted in the electronic bidding system. Eighty-five potential bidders viewed the specifications with seven bids submitted. A mandatory pre-bid meeting was held on January 7, 2025 with twenty-four vendors and City staff in attendance.

Staff is recommending a primary award to lowest and best bidder meeting the requirements of the specifications, ESMA Janitorial Services, LLC, and secondary award to SourceOne Janitorial Services, Inc., if the primary vendor is unable to complete the requirements of the contract. If it becomes necessary for staff to use the secondary vendor, an insurance certificate has been obtained.

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:**

\$400,000

**Source of Funds:**

General Operations-UASN > OCITY > 100X > Unassigned > G - Gen Svcs Building Repair  
Maintenance- Custodial Service (1001-3500208-52340028)

**Review:**

Finance Department

**Recommendation:** Agreements be awarded and approved.