



MEMORANDUM

Council Agenda
Item No. IX. C
3/25/2025

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Pricing agreement award and approval, ESMA Janitorial Services, LLC (COKC01528), custodial services for the Police Headquarters Building and 911 Center, estimated cost \$225,000, March 29, 2025 through March 28, 2026.

Purpose:

To enter into a pricing agreement for custodial services for the Police Headquarters Building and 911 Center. 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:

January 16, 2025

Bids Received:

February 5, 2025

Bids:

(COKC01528)

ESMA Janitorial Services, LLC

All items as bid.

Bidding Information:

The specifications were advertised in the Journal Record and posted in the electronic bidding system. Sixty potential bidders viewed the specifications with ten bids submitted. A mandatory pre-bid meeting was held on January 23, 2025 with seventeen cleaning companies and City staff in attendance.

Staff is recommending awarding to lowest and best bidder meeting the requirements of the specifications, ESMA Janitorial Services, LLC.

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:

\$225,000

Source of Funds:

\$135,100.00 General Operations - Police Executive Leadership – PD Maintenance & Operations – Custodial Service (1001-4200101-11054-52340028)

\$89,900.00 Emergency Management E-911-CMTD/ 911 Communications – PD Maintenance and Operations – Custodial Service (1691-4200620-11054-52340028)

Review:

Finance Department

Recommendation: Agreement be awarded and approved.