

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** March 9, 2026  
**FROM:** Josh Russell, Public Works Director  
**SUBJECT:** Contract Amendment and Renewal for Janitorial Services

### **INTRODUCTION:**

The purpose of this agenda item is to amend and renew the Janitorial Services Contract with Fayette Janitorial, LLC. for an additional twelve (12) month period.

### **BACKGROUND:**

The Town currently maintains an annual custodial services contract with Fayette Janitorial, LLC. to provide janitorial services at various Town-owned facilities. The original contract was approved by the Board of Mayor and Aldermen on January 8, 2024, in the amount of \$305,367.60 annually.

Subsequent amendments were approved as follows:

- First Amendment (May 13, 2024): Added the Collierville Fitness Center in the amount of \$56,116.80 annually.
- Second Amendment (August 24, 2024): Added the Stan R. Joyner Municipal Annex in the amount of \$21,583.80 annually.
- Third Amendment (December 9, 2024): Added Patrol, CID, and Administration areas of the Police Complex in the amount of \$44,685.60 annually.

The current annual contract amount is \$427,753.80.

### **DISCUSSION:**

At the beginning of 2025, Facilities Maintenance and Grounds Maintenance were absorbed into the Public Services Department. Following this transition, Public Services Administration reviewed custodial operations and determined outsourcing parks restroom cleaning services was no longer necessary. Parks Maintenance personnel previously performed these duties and will resume responsibility for cleaning, stocking, and supplying restroom facilities. As a result, those services will be removed from the current contract in the amount of \$87,950.34 annually.

The Utilities Complex located at 260 Progress Road, completed last year, was not previously included in the custodial contract. A Town custodian has been cleaning the facility several times per week on an interim basis until the contract could be amended. This amendment formalizes custodial services for the facility and adds cleaning services in the amount of \$22,699.20 annually.

The net effect of this amendment is a reduction of \$65,251.14 to the annual contract amount, decreasing the total from \$427,753.80 to \$362,502.66.

A copy of the signed Contract Amendment No. 4 is attached for reference.

**BUDGET IMPACT:  
FY 2026**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
110	41950	299-01	Contractual Services - Parks Restroom Cleaning	\$87,950.00	\$49,325.19	\$0.00	\$38,624.81	N/A
110	41910	299-01	Contractual Services - Custodial Services	\$355,866.00	\$196,585.86	\$159,280.14	\$0.00	N/A

**ATTACHMENTS:**

[GS-24-01400 Fourth Amendment.pdf](#)

**PROPOSED MOTION:**

To approve Contract Amendment No. 4 to the annual janitorial services contract with Fayette Janitorial, LLC., adding cleaning services at 260 Progress Road in the amount of \$22,699.20 and removing parks restroom cleaning services in the amount of \$87,950.34, resulting in a revised annual contract amount of \$362,502.66 (previously \$427,753.80).

**Board Action: Motion By** \_\_\_\_\_ **Seconded By** \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						