

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** December 9, 2024

**FROM:** Derek Honeycutt, General Services Director

**SUBJECT:** Third Amendment to Custodial Services Contract

### **INTRODUCTION:**

The purpose of this agenda item is to request the Board of Mayor and Aldermen consider approving a contract amendment with Fayette Janitorial Services, LLC to add the Patrol, Criminal Investigation Division (CID), and Administration areas of the Police Complex to the custodial contract.

### **BACKGROUND:**

The General Services Department is responsible for cleaning 209,500 sq. ft. of town owned facilities. Town custodial personnel clean 105,000 sq. ft. with 104,500 sq. ft. being outsourced to Fayette Janitorial Services.

Historically, the Town has outsourced a portion of its interior building cleaning responsibilities to outside sources providing day-maid services since February of 1999.

Town personnel perform custodial activities in buildings that have security requirements and/or a higher level of expected cleanliness than most buildings. In the past few years, the Facilities Maintenance Division has utilized Fayette Janitorial Services to fill in temporarily at police headquarters due to the absence (vacation/sick) of Town personnel. This has worked out well and has not been an issue as long as the contracted custodian passes the Collierville Police Department background check.

On January 8, 2024, the Board of Mayor and Aldermen approved an annual contract with Fayette Janitorial Services, LLC (Fayette) to perform janitorial services at nineteen (19) town owned buildings for the annual contract amount of \$305,367.60. On May 13, 2024, the Board of Mayor and Aldermen approved the first (1st) amendment to add the Collierville Fitness Center to the current custodial contract in the amount of \$56,116.80, and on August 24, 2024, the Town Administrator approved the second (2nd) amendment to add the Stan R. Joyner Municipal Annex to the current custodial contract in the amount of \$21,583.80.

The cleaning contract requires the contractor to provide staffing at twenty-one (21) locations on a full and part-time basis while providing the Town with high quality cleaning services that meet APPA (formerly known as the Association of Physical Plant Administrators) cleaning standards. Please see the attached list for locations cleaned by Fayette Janitorial Services. (Attachment A)

### **DISCUSSION:**

Facilities Maintenance staff currently perform janitorial services at the Police Complex. This location contains approximately 35,000 square feet with 10,000 square feet of the facility in operation 24/7. The Facilities Maintenance staff custodian is currently cleaning the facility on a schedule that only allows for cleaning of building areas on alternating days. Staff obtained a quote from Fayette Janitorial Services to clean the Patrol, CID and Administration areas of the Police Complex five (5) days a week.

(Attachment B)

All areas of the Police Complex will be cleaned daily with the contracted custodian covering Patrol, CID and Administration and the Town custodian covering Court, Records and non-inmate areas of the jail. (Attachment C)

The proposed contract amendment reflects the cost to clean Patrol, CID and Administration areas of the Police Complex monthly for \$3,723.80. The annual cost of services for this location will be \$44,685.60.

**BUDGET IMPACT:**

The amended annual custodian contract amount will be \$427,753.80:

- General Services - Facilities Maintenance \$283,686.36 annually
- General Services - Grounds & Parks \$87,950.64 annually
- Fitness Center \$56,116.80 annually

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense <sup>(1)</sup>	Balance <sup>(2)</sup>	Budget Impact
110	41910	299-01	Custodial Services	\$332,866.00	\$71,121.90	\$22,342.80	\$239,401.30	N/A

(1) Covers January - June. Remainder of contract will be expended in FY 2026.

(2) Balance to cover remainder of custodial services for the year.

**ATTACHMENTS:**

[Attachment A - Cleaning Locations.pdf](#)

[Attachment B- Fayette Proposal.pdf](#)

[Attachment C - Responsibilities.pdf](#)

**PROPOSED MOTION:**

To approve contract amendment #3 of the annual janitorial services contract with Fayette Janitorial Services, LLC in the amount of \$44,685.60 adding cleaning services Monday through Friday at the Patrol, CID and Administration areas of the Police Complex.

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

Vote Total	Marshall	Fraser	Patton	Stamps	Worley	Joyner
Yes						
No						
Abstain						