

Should this item be pulled from the consent the following motion is suggested:

**POSSIBLE MOTION**

**I MOVE TO** award a 3 year Library services contract to Malo's Janitorial for a total cost of \$22,680.00 per year, with the option to be extended by mutual agreement between the City and Borough of Sitka and Contractor for two additional 3 year extensions.

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## MEMORANDUM

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**To:** Mayor McConnell and Members of the Assembly  
Mark Gorman, Municipal Administrator

**From:** Michael Harmon, P.E., Public Works Director *MH*  
Nick Kepler, O&M Superintendent *NK*

**Reviewed:** Tori Fleming, Contract Coordinator *TF*  
Jay Sweeney, Chief Finance and Administrative Officer *JAS*

**Date:** June 8, 2016

**Subject:** Sitka Public Library Janitorial Services Contract

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Background:

The Sitka Public Library janitorial services contract has been through the public advertisement and bidding process according to the CBS procurement policy and procedures. The new janitorial services contract for the Sitka Public Library is for a period of three (3) years. The contract has an option to be extended by mutual agreement between CBS and Contractor for two (2) additional three (3) year extensions.

Proposals were opened on June 3, 2016. The review committee evaluated all responsive and responsible proposals.

Bidder	Monthly Amount	Annual Amount	
Malo Janitorial	\$ 1,890.00	\$ 22,680.00	
Shelly's Cleaning	\$ 2,386.57	\$ 28,638.81	Non-responsive
Housekeeping Solutions, LLC.	\$ 3,300.00	\$ 39,600.00	

Analysis:

Public Works proposes to award a contract to Malo's Janitorial in the annual amount of \$22,680.00 for the Sitka Public Library Janitorial Services. The review committee evaluated the proposals and Malo's Janitorial received the highest overall score.

Fiscal Note:

The proposed FY17 operating budget for the Library has a budget of \$24,000 for janitorial services in contracted purchased services account, 100-540-041-5212.000.

Recommendation:

**Award a 3 year Library services contract to Malo's Janitorial for a total cost of \$22,680.00 per year with the option to be extended by mutual agreement between CBS and Contractor for two (2) additional three (3) year extensions.**