



Washington Police Department

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Michael D. McCoy

Chief of Police

TO: The Honorable Mayor Manier and Washington City Council

FROM: Chief Michael D. McCoy and Deputy Chief Jeff Stevens

RE: Police Department Cleaning Contract

DATE: July 13, 2018

Mayor and Aldermen,

The City of Washington Police Department maintains a yearly contract with a cleaning and janitorial service for the purpose of maintaining the police station in a clean and orderly manner. This council memo is intended for the purpose of contract extension.

Summary

S&E Cleaning Services of Washington has been providing janitorial service for the police department for the past several years. They are a trusted service provider and have done an excellent job of maintaining the police station. The noteworthy factor is the "trust" that is extended to a cleaning firm in this environment, as they have potential to be working around sensitive materials. S&E has worked at the same rate for 3 years, only now responding to our latest bid request with an increase from \$1,200 to \$1,300 per month. S&E's was the only bid received by the Department. The described services in the contract are identical to the past 2 years.

REQUESTED ACTION

Award of this yearly cleaning contract to S&E at \$1,300 monthly.