



Washington Police Department

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City Council Agenda Communication

Meeting Date: May 18, 2020

Prepared By: Chief Michael D. McCoy and Deputy Chief Jeff Stevens

Agenda Item: Police Department Cleaning Contract

Explanation: 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. 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.

Prior to our last bid contract, S&E worked at the same rate for 3 years, only seeking an increased rate when we asked for bids, driving the rate from \$1,200 to \$1,300 per month. At that time (2018), S&E's was the only bid received by the Department. The described services in the contract are unchanged. S & E is willing to extend the current contract by a year, making this another 3-year run without a price increase.

Financial Impact: Extending the contract holds the current price (\$1,300 monthly, \$15,600 per year). We do not know whether a competitive bidding process would affect the price.

Action Requested: Authorization for a 1-year contract extension.