



Board of Aldermen Request for Action

MEETING DATE: 4/1/2025

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1459, Award Bid No. 25-07 Janitorial Services

REQUESTED BOARD ACTION:

Approve Resolution 1459, awarding Bid No. 25-07 for janitorial services for City Hall and the Senior Center to Primary Cleaning Services in the amount not to exceed \$32,400 annually.

SUMMARY:

The City's current contract is with City Wide Janitorial for services for City Hall and the Senior Center. They have provided services to the city since 2018. In accordance with the City's Municipal Code, Chapter 150 – Purchasing Policy, a Request for Proposal (RFP) for Janitorial Services for City Hall and the Senior Center was issued on February 26, 2025 with a closing date of March 12, 2025. The scope of services included more services than the RFP in 2021 due to the expansion of programming at the Senior Center, and additional areas in the Police Department.

Three responses were received, and the bid tabulation is outlined below. The current service provider did not submit a proposal.

Company	City Hall Janitorial Services Bid Price	Senior Center Janitorial Services Bid Price
Absolute Janitorial	\$2,999.99	\$1,499.99
Clean Slate Pro Cleaning Service	\$3,000	\$1,000
Primary Cleaning Services	\$1,900	\$800

Staff recommends proceeding with the bid award to Primary Cleaning Services in a monthly amount of \$2,700. The contract term will be for one year, with the option to renew for each of the four subsequent years.

PREVIOUS ACTION:

Resolution 942, contract for services with City Wide was approved by the Board on July 19, 2021.

POLICY ISSUE:

Chapter 150 – Purchasing Policy, a Request for Proposal (RFP) for Janitorial Services

FINANCIAL CONSIDERATIONS:

Janitorial Services included in FY2025 Budget. Due to the expanded services, a budget amendment will be necessary.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1459

**A RESOLUTION AWARDING BID NO. 25-07 FOR JANITORIAL
SERVICES FOR CITY HALL AND THE SENIOR CENTER IN THE
AMOUNT NOT TO EXCEED \$32,400 ANNUALLY**

WHEREAS, City Staff has conducted a bid process as outlined in the City Purchasing Policy; and

WHEREAS, after a bid process, staff has made the recommendation for accepting the lowest and best bid received as being the most advantageous to the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF
THE CITY OF SMITHVILLE, MISSOURI:**

THAT Bid No. 25-07 is hereby awarded to Primary Cleaning Services and the Mayor is hereby authorized to execute an agreement in an amount not to exceed \$32,400 annually.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st of April 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

JANITORIAL SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made and entered into as of April 1, 2025, by and between Primary Cleaning Services, and the City of Smithville, MO.

Primary Cleaning Services agrees to provide cleaning and janitorial services to the City as set forth in **Exhibit 1** (the "Services"). Primary Cleaning Services shall provide services Monday – Friday unless otherwise determined by both parties. **Observed holidays are the following:** Christmas and thanksgiving.

Term

This Agreement shall commence on June 1, 2025 and shall continue until May 31, 2026 with the option to renew for each of the four subsequent years unless earlier terminated as outlined in RFP #27-05.


Compensation

City agrees to compensate Contractor the following amount for the duration of the agreement:

Service Location	Monthly Cost
City Hall	\$1,900
Smithville Senior Center	\$800

Primary Cleaning Services shall submit invoices monthly, and the City shall make payment within thirty (30) days of receipt.

Primary Cleaning Services



Authorized Representative Signature
Diana Rogers

Printed Name
Owner

Title
03/19/25

Date

City of Smithville, MO

Authorized Representative Signature
Damien Boley

Printed Name
Mayor

Title
April 1, 2025

Date