



Cleaning Service Contract Renewal

January 19, 2015

In February 2014, the Library Board approved a one year contract with Empire State Janitorial for cleaning services at an annual cost of \$51,000. The recommendation included the option to renew for two additional one year contracts.

The first year of the contract will be completed on February 28, 2015.

The work performed by Empire State Janitorial has been adequate. When concerns have been raised, they are addressed by the cleaning staff. Although the work has not been optimal, staff feel that we should proceed with one additional year. By the fourth quarter of 2015 staff will assess the performance of the cleaners and determine if we will go out to bid rather than renew for a third year.

The renewal proposal is at the same rate of \$4,250 per month or \$51,000 annually.

Recommendation

It is recommended that the contract with Empire State Janitorial be renewed for one additional year from March 1, 2015 to February 29, 2016 at the rate of \$4,250 per month.

Prepared by: Alexandra Gutelius, Library Director
Theresa Chandler, Business Manager