

#### **Action Item # 4 – Public Works (City Services) Cleaning Service**

The Public Works Department is seeking approval to expand Busy Bee Cleaning Service, Inc contract to add the new City Service Building expansion to the existing Public Works Building cleaning contract.

Only one quote was solicited for this service, because the Public Works Department recently obtained quotes for cleaning services and Busy Bee Cleaning Services was the lowest of the three previous quotes.

In addition, Busy Bee Cleaning has been cleaning the City Hall and the Public Works Administrative and Customer Service buildings for approximately six months. Busy Bee cleans after hours, thus not interrupting daily business and they have performed exceptionally well over this time period.

Busy Bee, with 2-person crew, currently cleans the Public Works Buildings for \$820 per month, for an annual cost of \$9840. Busy Bee has quoted cleaning the new 17,400 City Services Building Expansion for \$2040 per month, for an annual cost of \$24,480. This would be a combine cost of \$2860 per month, for an annual cost of \$34,320.

It is the recommendation of the Public Works Department for the Board to propose a motion to approve the additional contract amount of \$2040 per month to Busy Bee Cleaning Services, Inc.