

Memorandum

To: Board of City Commissioners
From: Bekki Majerus, Director of Facilities Management
Date: July 20, 2026
Re: Amendment to extend cleaning contract at the Police Department Headquarters for two (2) years (RFP23013)

Dear Commissioners:

On June 19th, 2023, four (4) proposals were received for an RFP for cleaning services at the Police Department HQ (RFP23103). Based on evaluation and staff review, Osgood Cleaning Services was awarded the contract for 3 years of service from August 1st, 2023, through July 31st, 2026. This was awarded at the June 26, 2023 Commission meeting. As part of the contract, language was included that allowed for a two (2) year extension after the initial three (3) year contract.

Vendor performance has been satisfactory. Facilities Management is requesting authorization to extend the contract with Osgood Cleaning Services for two (2) years with the following negotiated rates:

Year 1 ----- 8/1/2026 -7/31/2027---- \$6,010.00/month ----- \$72,120.00/year

Year 2 ----- 8/1/2027-7/31/2028 ---- \$6,190.00/month ----- \$74,280.00/year

Total Contract Extension for 2 years: \$146,400.00

The new rates from Osgood Cleaning Services are lower than the original rates from the other proposals on the 2023 RFP.

Attached: Original agreement, amendment for signatures.

Recommended Action:

Move to approve the amendment to extend cleaning services with Osgood Cleaning Services at the Police Department HQ for two (2) years.