



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: May 15, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager  
Rob Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Kurt Bovensiepe, Public Works Director  
Brian Goul – Recreation Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Janitorial Services

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### **History**

The Facilities and Grounds Division of the Department of Public Works is responsible for the comprehensive oversight of the citywide janitorial services contract.

At the March 16, 2020 meeting of Troy City Council, RNA Facilities Management of Ann Arbor, MI was awarded a three-year contract with an option to renew for three 3-year periods as a result of a best value process (Resolution #2020-03-051). RNA was awarded the contract at the very beginning of the COVID pandemic. The further decline of janitorial services from the previous provider lead the City of Troy to begin the janitorial services contract before July 1, 2020. RNA has provided good service to the City of Troy and has responded well to the additional requests of cleaning and disinfecting related to the global pandemic.

On January 12, 2022 RNA approached the City of Troy and asked for an increase to provide higher salaries in an effort to competitively recruit quality staff. RNA submitted a request for an additional \$9,265 per month for the sole purpose of raising salaries and contained no additional profit for the company. The JanSan Industry has been hit hard with the effects of the pandemic, increased workload coupled by a reduced workforce. At the February 28, 2022 meeting of Troy City Council, the request was approved (Resolution #2022-02-032). At this time, RNA continues to experience staffing shortages, the additional increase in salaries is expected to combat this issue.

During the current contract, additional cleaning services were requested for some facilities including:

- Police Department – Additional cleaning on weekends
- Multi-Modal Transit Center – Additional daily cleaning in am and pm
- Public Works – Additional daily cleaning during working hours
- Aquatic Center – Assistance with seasonal start-up cleaning and daily cleaning
- Library – Friday cleaning services added
- Community Center – Porter Services provided at casual labor rate



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## **CITY COUNCIL AGENDA ITEM**

### **History (continued)**

The current Janitorial Services Contract with RNA Facilities Management expires on June 30, 2023. Taking into consideration the current labor market the Facilities and Grounds Division has been working with RNA Facilities Management since February 2023 on a renewal and have arrived at an agreeable increase which reflects an average of 4% across all areas of service with the exception of the Community Center. The Community Center has a proposed increase of 91%. The increase is directly related to a miscalculation from the original contract. During the renewal review, the contractor realized they did not calculate pricing accurately. Going forward all the hours and costs have been validated as accurate.

### **Purchasing**

- Employment issues and the increasing cost of hourly wages continue to affect the hiring and retention of highly productive employees in every industry.
- Data from the US Bureau of Labor Statistics shows the CPI has increased 1.4 percent over the last few months and is up 4.9 percent from a year ago.
- Based on the current economic statistics, tight employment market and the high rate of inflation, the City would not benefit in soliciting new proposals for janitorial services.
- RNA Facilities Management continues to provide a best value service for citywide janitorial services and City Management is in mutual agreement with the proposed three-year renewal.

### **Financial**

Funds are budgeted and available in the various department operating budgets. The Community Center custodial budget will be monitored for potential future budget amendment. The monthly invoices are prorated and paid based upon the hours worked during the month.

The costs for any additional casual labor or furniture moving are available in the various department operating/capital budgets as needed.

### **Recommendation**

City Management recommends exercising the three-year option to renew the Janitorial Services Contract with RNA Facilities Management of Ann Arbor, MI; under the same terms and conditions for an estimated annual amount of \$1,130,522.04 in year one, \$1,175,742.96 in year two and, \$1,222,779.72 in year three for Proposal A; an hourly rate of \$22.00 per hour in year one and, \$23.00 per hour in year two and, \$24.00 per hour in year 3 for casual labor and \$25.00 per hour for years 1-3 to provide as needed furniture moving over and above the requirements of the specifications and a monthly price not to exceed \$.28 per square foot in year one and, \$.32 per square foot in year two and, \$.36 per square foot in year three for future locations requiring janitorial services for Proposal C; contract to expire June 30, 2026.



**2023**

Janitorial  
Service

**RNA**  
FACILITIES MANAGEMENT

*In Partnership With:*



4130 VARSITY DR • STE A | ANN ARBOR, MI 48108 | 734-260-3395

May 15, 2023



City of Troy - Facilities & Grounds,

This letter serves as an explanation behind the request for additional hours of service for your Community Center.

Our request for additional hours is based on the significant increase in facility usage since we originally took over the contract amidst the COVID-19 pandemic. When we initially assumed responsibility for the Community Center's cleaning services, the foot traffic and usage were relatively low due to the restrictions and limitations imposed by the pandemic. However, as the situation has improved and restrictions have been lifted, we have observed a tremendous surge in community members utilizing the facilities.

To ensure that we continue to deliver the high standard of cleanliness and maintain a safe and healthy environment for all visitors, it has become necessary to increase the labor hours dedicated to the Community Center's cleaning. By allocating additional resources, we can effectively manage the heightened foot traffic and ensure that all areas receive thorough and timely cleaning and maintenance.

Currently, the staff hourly rate stands at \$16.00 per hour, with the proposed new rate to be paid by RNA being \$18.00.

This pricing has been revised to coincide with the latest approved formula to ensure consistency across the board for every City location.

Thank you for your time and consideration,

A handwritten signature in blue ink that reads "Mike Farha".

Mike Farha  
Chief Operating Officer  
734-260-3395

[www.RNAFM.com](http://www.RNAFM.com) | [Mfarha@rnafm.com](mailto:Mfarha@rnafm.com)





SCHEDULE 4 - PRICING  
PROPOSALS RFP-COT 18-04



RENEWAL 1 Jul-2023 - Jun-2026

PRICE PROPOSAL A - JANITORIAL SERVICES FOR ALL SERVICES PER SCOPE OF WORK

#	CITY FACILITY Location	Square ft cleaned	Estimated daily minimum hours	Monthly Cost Year 1 of 3	Monthly Cost Year 2 of 3	Monthly Cost Year 3 of 3
1.	CITY HALL 500 W Big Beaver	49,450	22 M-F	\$13,925.07	\$14,482.07	\$15,061.35
2.	POLICE DEPARTMENT** 500 W Big Beaver	55,215	24 M-F 8 SAT/8 SUN	\$16,636.90	\$17,302.38	\$17,994.47
3.	52-4 DISTRICT COURT 520 W Big Beaver	29,000	14 M-F	\$10,222.75	\$10,631.66	\$11,056.86
4.	LIBRARY** 510 W Big Beaver	44,500	22 M-F 16 SAT/16 SUN	\$14,841.43	\$15,435.08	\$16,052.48
5.	DEPARTMENT of PUBLIC WORKS** 4693 Rochester	9,500	7 M-F	\$3,705.43	\$3,853.65	\$4,007.79
6.	PARKS GARAGE** 4695 Rochester	1,800	4 M-F	\$1,522.19	\$1,583.08	\$1,646.40
7.	TRANSIT CENTER** 1201 Doyle	2,600	3.5 SUN-SAT	\$1,914.33	\$1,990.90	\$2,070.54
8.	FIRE STATION 1 1019 E Big Beaver	2,175	2 T, F	\$505.78	\$526.01	\$547.05
9.	FIRE STATION 2 5600 Livernois	2,320	2 M, TH	\$537.92	\$559.44	\$581.82
10.	FIRE STATION 3 2400 W Big Beaver	3,000	2 T, F	\$696.20	\$724.05	\$753.01
11.	FIRE STATION 4 2117 E Maple	5,900	3 T, F	\$1,372.16	\$1,427.04	\$1,484.12
12.	FIRE STATION 5 6399 John R	2,000	1.5 M, TH	\$462.94	\$481.46	\$500.72
13.	FIRE STATION 6 5901 Coolidge	1,920	1.5 M, TH	\$445.09	\$462.90	\$481.42
14.	FIRE/POLICE TRAINING CENTER 4850 John R	6,915	2.5 SUN-FRI	\$1,201.99	\$1,250.07	\$1,300.73
15.	COMMUNITY CENTER 3179 Livernois	53,045	33 SUN-SAT	\$25,021.59	\$26,022.45	\$27,063.35
16.	STAGE NATURE CENTER 6685 Coolidge	8,100	2.5 M, W, F	\$1,198.40	\$1,246.34	\$1,296.20
	MONTHLY COST FOR JANITORIAL SERVICES LOCATIONS 1-16			\$94,210.17	\$97,978.58	\$101,898.31
	ANNUAL COST FOR JANITORIAL SERVICES LOCATIONS 1-16			\$1,130,522.04	\$1,175,742.96	\$1,222,779.72

\*\*2. Police Department - Additional Cleaning Saturday and Sunday Shifts 9a-5:30p

\*\*4. Library - Update Hours and Include Friday Cleaning Current Hours = M-TH 9:30a-9p F-S 9:30a-5p and Sunday 1-5p

\*\*5. Department of Public Works - Additional Cleaning 3 hours per day M-F between 9a-1:00p

\*\*6. Parks Garage - Additional Cleaning 2 hours per day M-F between 9a-1:00p

\*\*7. Transit Center - Additional Cleaning 1 hour am and 1 hour pm

SCHEDULE 4 - PRICING  
PROPOSALS RFP-COT 18-04



PRICE PROPOSAL C - SUPPLEMENTARY SERVICES PRICING FOR ALL LOCATIONS

1) CASUAL LABOR – Any time of day or night, including Saturdays, Sundays and Holidays

Casual Labor shall be defined as the labor required at specific locations to do tasks of a porter/custodial activity type including, but not limited to room/table set-up and take-down, chair placement, unloading of office supplies, custodial supplies, and other minor materials, and custodial work over and above the requirements of the specifications for locations as specified and other locations on an as needed basis. Under most circumstances, notice of 24 hours or more will be given. However, situations may develop that require immediate attention of one of more casual labor personnel. The City of Troy will not pay overtime charges for any casual labor.

Casual Labor Hourly Rate July 1, 2023 – June 30, 2024 Year 1 of 3	Casual Labor Hourly Rate July 1, 2024 – June 30, 2025 Year 2 of 3	Casual Labor Hourly Rate July 1, 2025 – June 30, 2026 Year 3 of 3
\$ 22.00 per hour	\$ 23.00 per hour	\$ 24.00 per hour

2) FURNITURE MOVING – Provide hourly rate to perform office furniture moving and rearranging

Furniture moving is required for renovations, relocation of offices or to rearrange current furniture. Under most circumstances, notice of 24 hours or more will be given.

Furniture Moving Hourly Rate July 1, 2023 – June 30, 2024 Year 1 of 3	Furniture Moving Hourly Rate July 1, 2024 – June 30, 2025 Year 2 of 3	Furniture Moving Hourly Rate July 1, 2025 – June 30, 2026 Year 3 of 3
\$ 25.00 per hour	\$ 25.00 per hour	\$ 25.00 per hour

3) PRICE per SQUARE FOOT – Future Locations

For any location added to the contract where a price has not been established, a price per square foot will be used to calculate the monthly charge for janitorial services. The City of Troy reserves the right to negotiate the final pricing of the location with the successful bidder. If the successful bidder and City cannot come to an agreement as to the amount to be charged, the City reserves the right to establish a contract with another provider.

Price per Square Foot Future Locations July 1, 2023 – June 30, 2024 Year 1 of 3	Price per Square Foot Future Locations July 1, 2024 – June 30, 2025 Year 2 of 3	Price per Square Foot Future Locations July 1, 2025 – June 30, 2026 Year 3 of 3
\$ 0.28 per sq ft	\$ 0.32 per sq ft	\$ 0.36 per sq ft