



Date of Memo: July 19, 2023
Current Meeting: July 20, 2023
Board Meeting: July 27, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facility Services and Preventative Maintenance Paul Williams
SUBJECT: Consideration and approval for contract 19-07-327 deep cleaning janitorial services

ACTION ITEM A – 11

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we request that the Board authorize the President/CEO to amend and enter into the final option year of the contract with Pristine Image International, LLC for an amount not to exceed a total of \$790,000.

BACKGROUND:

The Deep Cleaning Janitorial Service contract provides the following:

- Cleaning and polishing of all hard surface flooring throughout the building. Areas included are the lobby, hallway, restrooms, and breakroom.
- Sanitizing all restrooms, including walls, toilets, urinals, partition walls, and sinks.
- Stocking all restrooms with paper and soap supplies.
- Floor mopping and carpet cleaning of office and board room areas.
- Operate walk-behind scrubbers for floor cleaning at CTC for inside and outside walkways and driveway.
- Emptying all trash receptacles in offices, breakrooms, and common areas.
- Trash pick-up and removal around the outside of buildings.

DISCUSSION:

Pristine Image International, LLC is the current contractor providing deep cleaning and janitorial services for IPTC buildings. The contract has been amended to include all East Campus, North College, and Madison charging layover locations. This will be the last option year on the contract.

2023 - \$523,000

2024 - \$267,000

ALTERNATIVES:

Janitorial and cleaning services are required for clean and safe operations. Unfortunately, IPTC does not have the manpower to provide these services.

FISCAL IMPACT:

This contract is funded from the Operating budget.

DBE/XBE DECLARATION:

Pristine Image International, LLC is certified as an MBE/WBE with the City of Indianapolis and will self-perform 100% of the total project.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on July 20, 2023.