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**AGENDA ITEM**

DATE: September 23, 2025  
MEETING DATE: October 7, 2025  
SUBJECT: Janitorial and Custodial Services LEC  
PRESENTED FOR: Decision:  Information:   
PRESENTER(S): Tripp Swilley, Deputy Director, Facilities Management  
Takehia Martin, Buyer I, Finance

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**History/ Facts and Issues:**

Bid Reference #26-011 was advertised in the Albany Herald, on the access channel, on the City's website, and posted to Georgia Procurement Registry. The bid was directly solicited to eighteen (18) vendors which yielded three (3) bid submissions. LRL was the lowest responsive and responsible bidder and is also a disadvantaged business. This contract carries a budgeted impact of \$61,000. The staff recommends proceeding with this vendor to provide janitorial and custodial services at the Law Enforcement Center under a one-year contract. Facilities Management staff concurs with this recommendation.

**Options/Pro and Cons:**

**Pros:**

- Provides a healthy and safe environment for employees and patrons of the facility.

**Recommended Action:**

Approval

**Fiscal Impact/Funding Source:**

General Fund