



## Board of Health Agenda Item Memorandum

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### **Department/Division Submission & Review:**

Nicole Koenen, WIC Director; Chrissy Lee, Administration Director

### **Item Description:**

Presentation, discussion, consideration, and possible action authorizing District Director Amy Yeager to enter into a Contract with Precise Cleaning for the janitorial services at the Killeen WIC office located at 216 E. Ave D, Killeen, Texas, Bell County.

### **Item Summary:**

In July of 2021, the Killeen WIC office staff was displaced from their operating location at 216 E. Ave D, Killeen as a result of a collapsing roof and flooding. In September of 2023, staff were able to move back into this location to resume regular services. During the temporary re-location, janitorial services at the Ave D location were suspended.

There is now a need for janitorial services to resume and staff reached out to three (3) local janitorial companies for bids. Upon reviewing the bids, it was determined that Precise Cleaning was able to provide the most comprehensive service needed for the WIC environment.

Fees for janitorial services will be \$2,500.00 per month, for a total annual contract amount of \$30,000, which meets the guidelines for an open market purchase as established by Section 6.B.3 Procurement Methods – Small Purchases of the BCPHD Purchasing Policy.

### **6.0 Procurement Methods**

B. SMALL PURCHASES (Purchases in excess of \$3,000 but less than \$50,000)

3. Open market purchases of \$5,000 and less than \$50,000 may be made after obtaining three (3) written estimates.

This item is currently presented for Board approval in conjunction with Section 7.A Special Purchases of the BCPHD Purchasing Policy as it is currently an unbudgeted expenditure. Additionally, in lieu of a current *Delegation of Authority*, staff seeks approval for the contract to be executed by Ms. Yeager.

**7.0 Special Purchases**

A. Unbudgeted Capital Expenditures – Purchases of \$5,000 or more not authorized in a Department's current budget, or purchase necessitating an increase in Department's current budget must be authorized by the Board of Health and/or funding source prior to the purchase.

**Fiscal Impact:**

\$2,500.00 monthly expense, \$30,000.00 annual contract amount

Funds will be allocated for this expenditure and re-imbursed from WIC grant funds.

**Staff Recommendation:**

Staff recommends approval of contract as presented.

**Attachments:**

Proposed from Precise Cleaning

Proposal from Executive Cleaning Services

Proposal from Mountain Laurels Housekeeping