

DATE: June 25, 2025

TO: Dwaine Thames, Administrator
Facilities Management Division

JOB REQUEST: **COMPLETE CUSTODIAL SERVICES FOR Fleet Services,
4211 Groves Rd, Columbus, Ohio 43232
8/1/2025 THRU 7/31/2026
Renewal 2 of 4**

RECOMMENDATION: It is recommended that the City of Columbus, Facilities Management Division (FMD), enter into a contract renewal with CSI International for custodial services in the amount of \$153,205.68 plus \$5,000 in contingency funds for a total of \$158,205.68. Attached is the 2025-2026 proposal.

Legislation is required, please consider this a request for legislation and provide all funding information.

If you have any questions, please call me at 5-5112.

By: Angela Martin
Angela Martin, Operations Manager
Facilities Management Division

Approval: 
Dwaine Thames, Administrator
Facilities Management Division

Cc: File
Attachments

Accounting Information

Legislation Required Yes X No

Funding Source: _____

Date _____

Angela Cousin, Finance Manager





CSI International, LLC.

Facility Services Company

6/25/2025

FLEET MANAGEMENT BUILDING - 8/01/2025 – 7/31/2026 (Year 1)		
Description	Monthly Total Cost	Annual
JANITORIAL SERVICE - Total pricing includes PERIODICAL PROJECTS & WINDOWS CLEANING as per RFP & below information.	\$12,767.14	\$153,205.68
FLEET MANAGEMENT BUILDING - 8/01/2026 – 7/31/2027 (Year 2)		
JANITORIAL SERVICE - Total pricing includes PERIODICAL PROJECTS & WINDOWS CLEANING as per RFP & below information.	\$13,086.32	\$157,035.84
Periodical Projects		
Description	Occurrences Per Year	
Machine Scrub /Locker room and others (Bi-Weekly)	26	
Machine Scrubbing: Restrooms, Breakrooms, Office Areas (Monthly)	12	
Machine Scrubbing: Shop Areas	4	
Carpet Cleaning - All carpeted areas (Semi-Annual)	2	
Strip & Wax all VCT floors (Annual)	1	
Windows Cleaning		
Windows Cleaning - Fleet Management building - Interior (Annual)	1	
Windows Cleaning - Fleet Management building - Exterior (Semi-Annual).	2	

PRICING ASSUMPTIONS (Fleet Management)

690 Lakeview Plaza Blvd. Suite C Worthington, OH-43085
 www.csiinternational.com | P. 614.385.1500



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- Pricing is based on the following Non-Union staffing schedules:
 - One (1) Part Time Lead (4 hours) Night Cleaner: Monday – Friday
 - Two (2) Part Time (4 hours/ Each) General Night Cleaners: Monday – Friday
 - One (1) Part Time (8 hours) General Cleaner: Saturday
- Pricing is based on wages provided by the City of Columbus. Minimum of \$20.00 per hour. If during the period of this contract the City of Columbus' responsible wage changes, the pricing will be adjusted accordingly, and the customer is responsible for covering the difference.
- Pricing is based on all periodic/project work to be included in the base cleaning hours outlined above.
- Equipment for floor periodic/project work is included in base cleaning costing.
- Pricing is based on standard workdays excepting Holidays recognized by the City of Columbus.
- Standard cleaning supplies are included. **All consumable products including paper goods, feminine products, air fresheners, hand sanitizer, and trash liners are not included.**
- Additional/Optional Services that are NOT included in the General Cleaning Specifications must be mutually agreed upon by CSI and the Client. These services will be provided as needed, with prior notice by both parties, and invoiced separately.
- Pricing does NOT include applicable Sales Tax.
- Invoicing shall be provided by the tenth (10th) of every month for the prior month with net terms to include payment within thirty (30) days.
- Pricing is valid through one (1) year of start date.

ADDED BENEFITS

Employee Retention

- CSI makes a concerted effort in maintaining a high rate of employee retention within all levels of the company. This focus on retention allows CSI to continually sustain the highest level of performance and customer service by utilizing staff with a deep understanding of the janitorial industry as well as site-specific knowledge. CSI uses the following measures to ensure our staff retention rate is always above the industry norms:
 - ✓ *Onsite staff are paid at a rate higher than the current minimum wage.*
 - ✓ *Salaried positions are compensated at a rate above industry standards.*
 - ✓ *Keen focus on hiring, onboarding/training and job advancement.*
 - ✓ *Fulltime staff benefits include Paid-Time-Off (PTO) and holiday pay. If employee(s) opt-in, CSI also provides healthcare (Medical/Dental/Vision) and 401K plans.*