

COUNTY OF MILWAUKEE
Inter-office Communication

DATE: August 14, 2025

TO: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: John Rodgers, Interim Director, Department of Transportation
Brian Dranzik, Airport Director, Department of Transportation

SUBJECT: From the Interim Director, Department of Transportation and the Airport Director, Department of Transportation seeking authorization to enter into a Service Agreement for Janitorial Services.

FILE TYPE: Action Report

REQUEST

The airport, is seeking authorization to enter into a Service Agreement with Flagship Aviation Services LLC for Janitorial Services at Milwaukee Mitchell International Airport and Lawrence J. Timmerman Airport.

POLICY

Milwaukee County Code of Ordinances Chapter 32 defines the procedure for purchase of services by competitive solicitation. Per Wisconsin Statutes, 59.52 (31), approval by the County Board is required for multi-year budget agreements.

BACKGROUND

The agreement is needed to provide fully staffed cleaning services to support the safe and efficient operation of the Airports and to provide a high level of customer service to Airport users.

The Janitorial Services are currently provided pursuant to a countywide Service Agreement. As a result of ongoing performance challenges with the existing Agreement, the airport has identified the need for a dedicated Agreement for services specific to the airport's unique operational and customer service needs. To better align with the airport's dynamic needs strategic key performance indicators and an updated financial model have been incorporated to maintain a high standard of operational efficacy and accountability for the Janitorial services.

A Request for Proposal (RFP) was issued on June 4, 2025 by the Airport through the Department of Administrative Services, Procurement Division that requested competitive proposals from qualified firms to provide the Janitorial Services. The RFP review panel recommended that an agreement be awarded to Flagship Aviation Services LLC. The RFP included a 12% Targeted Business Enterprise goal.

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

The estimated cost of the agreement is \$3,263,991 for the first year plus 3% annual increase for contract years 2 and beyond and is included in the Airport's budget for 2025 and 2026. A fiscal note is attached.

TERM

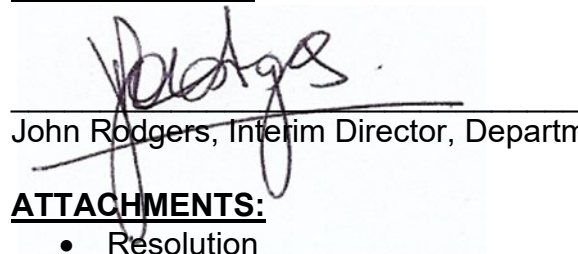
The term of the agreement is October 15, 2025 (estimated) through December 31, 2028 with up to four (4) optional one-year renewal terms.

VIRTUAL MEETING INVITES:

John Rodgers, Interim Director, Department of Transportation
Brian Dranzik, Airport Director, Department of Transportation

PREPARED BY:

Brian Dranzik, Airport Director, Department of Transportation

APPROVED BY:A handwritten signature in dark ink, appearing to read "Rodgers", is written over a horizontal line. The signature is stylized and cursive.

John Rodgers, Interim Director, Department of Transportation

ATTACHMENTS:

- Resolution
- Fiscal Note
- Draft Agreement
- Request for Proposal RFP-2025-024
- RFP-2025-024 Award Letter

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk