



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 22, 2014
Action Item for the City Council Meeting of July 29, 2014

DATE: July 22, 2014

TO: Ronald L. Olson, City Manager

FROM: Christela Morales, Procurement Manager
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Service Agreement for Custodial Services for Outlying Police Buildings

CAPTION:

Motion approving a service agreement with Martin's Janitorial Service, Corpus Christi, Texas for Custodial Services for Outlying Police Buildings in accordance with Bid Invitation No. BI-0176-14, based on only bid for an estimated annual expenditure of \$100,644.00, of which \$25,161.00 is required for the remainder of FY 2013-2014. The term of the contract will be for twelve (12) months with options to extend for up to two (2) additional twelve-month periods, subject to the approval of the Contractor and the City Manager or designee. Funds have been budgeted by the Police Department in FY 2013-2014.

PURPOSE:

This service agreement will provide custodial services for nine (9) Police Department facilities.

BACKGROUND AND FINDINGS:

The Police Department did not recommend extending the contract with the previous service provider, so the services were re-procured.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Police

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$253,312.23	\$75,483.00	\$328,795.23
Encumbered / Expended Amount		\$228,151.23	\$0	\$228,151.23
This item		\$25,161.00	\$75,483.00	\$100,644.00
BALANCE		\$0	\$0	\$0

Fund(s): General, Maintenance Service

Comments: The \$25,161.00 financial impact shown above represents three (3) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$75,483.00 for the last nine (9) months of the contract will be requested during the normal FY 2014-2015 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement