



## AGENDA MEMORANDUM

Action Item for the City Council Meeting June 27, 2023

**DATE:** June 27, 2023

**TO:** Peter Zaroni, City Manager

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### Service Agreement for Custodial Services for the Corpus Christi Police Department

#### **CAPTION:**

Motion authorizing a one-year service agreement, with two one-year options, with United Service Associates, LLC., of San Antonio, Texas, for custodial services for the Corpus Christi Police Department in an amount not to exceed \$93,143.76 and a potential total amount not to exceed \$279,431.28 if both one-year options are exercised, with FY 2023 funding of \$23,285.94 from the General Fund.

#### **SUMMARY:**

This motion authorizes a one-year service agreement, with two one-year options, for custodial services for the Corpus Christi Police Department. The custodial services will be located at the Corpus Christi Police Department's headquarters building. The custodial services will also cover Municipal Court.

#### **BACKGROUND AND FINDINGS:**

The custodial services from this contract will be performed at CCPD's headquarters building, located at 321 John Sartain Street. The custodial services will cover all designated spaces including restrooms, office spaces, conference rooms, court rooms, auditorium, locker rooms, and parking lots. The services will also include Municipal Court.

The Corpus Christi Police Department (CCPD) has been utilizing United Service Associates, LLC. for the past three years at CCPD's headquarters building. United Service Associates, LLC. are proposing to provide the same services with no price increases from their current contract. The current agreement is also a one-year service agreement, with two one-year options, with a potential total amount not to exceed \$279,431.28. It expires on June 30, 2023. CCPD has been satisfied with United Service Associates, LLC. and recommends continuing to use them for their custodial services.

**PROCUREMENT DETAIL:**

Finance & Procurement conducted a competitive Request for Bid process and received three responsive, responsible bids and is recommending award to the lowest, responsive, responsible bidder, United Service Associates, LLC.

United Service Associates, LLC. is the incumbent contractor for custodial services for CCPD. They are proposing to provide the same services with no price increases from their current contract. The current agreement is also a one-year service agreement, with two one-year options, in an amount not to exceed \$93,143.76 and a potential total amount not to exceed \$279,431.28. It expires on June 30, 2023.

CCPD has been satisfied with United Service Associates, LLC. and recommends continuing to use them for their custodial services.

**ALTERNATIVES:**

The alternative is to not award the contract to United Services Associates, LLC. and begin another Request for Bid process. However, this would not be cost-effective for the City, as CCPD would have to pay a custodial services company to do the work while the new bid process was created. This would result in less competitive pricing and possibly another company that does not perform custodial services to the same standard as United Service Associates, LLC.

**FISCAL IMPACT:**

The fiscal impact for CCPD in FY 2023 is \$23,285.94 for this service agreement. The remaining \$279,431.28 will be budgeted in future years if the two additional one-year options are agreed upon.

**FUNDING DETAIL:**

Fund: 1020 General Fund  
Organization/Activity: 11870  
Mission Element: 151  
Project # (CIP Only): N/A  
Account: 530000 Professional Services

**RECOMMENDATION:**

Staff recommends approval of this motion approving a one-year service agreement, with two one-year option, periods with United Service Associates, LLC. for custodial services for CCPD, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation