



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 16, 2013
Action Item for the City Council Meeting of July 23, 2013

DATE: July 16, 2013
TO: Ronald L. Olson, City Manager
FROM: Michael Barrera, Assistant Director of Financial Services
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Custodial Services

CAPTION:

Motion approving service agreements for custodial services for City Hall and Frost Building with the following companies for the following amounts in accordance with Bid Invitation No. BI-0135-13, based on low responsible bid for an estimated annual expenditure of \$170,920.80 of which \$15,974.80 is required for FY 2012-2013. The term of the contract will be for twelve months with an option to extend for up to two additional twelve-month periods subject to the approval of the service providers and the City Manager or designee. Funds have been budgeted by Facility Maintenance Services in FY 2012-2013.

Martin's Janitorial Service
Corpus Christi, TX
City Hall
\$127,656

ISS Facility Services, Inc.
Corpus Christi, TX
Frost Building
\$43,264.80

Grand Total: \$170,920.80

PURPOSE:

Custodial services will be performed at City Hall located at 1201 Leopard Street and Frost Building located at 2602 Leopard Street. Nightly custodial services will be performed after normal business hours Monday through Friday for both City Hall and Frost Building.

BACKGROUND AND FINDINGS:

Not applicable.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and Texas State procurement laws.

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Facility Maintenance Services

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$580,528.85	\$154,946.00	\$735,474.85
Encumbered / Expended Amount		\$393,651.68		\$393,651.68
This item		\$15,974.80	\$154,946.00	\$170,920.80
BALANCE		\$170,902.37		\$170,902.37

Fund(s): Facility Maintenance Services

Comments:

The \$15,974.80 financial impact shown above represents one month of expenditures that will be encumbered through the end of this fiscal year. The remaining \$154,946 will be requested during the normal FY 2013-2014 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation.