



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 23, 2013
Action Item for the City Council Meeting of July 30, 2013

DATE: July 23, 2013

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
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Custodial Services

CAPTION:

Motion approving a service agreement with ABM Janitorial Services – South Central Inc., San Antonio, Texas for custodial service for the main police building in accordance with Bid Invitation No. BI-0161-13 based on low responsible bid for an estimated annual expenditure of \$85,500. 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 supplier and the City Manager or designee. Funds have been budgeted by the Police Department in FY 2012-2013 and will be requested during the normal FY 2013-2014 budget approval process.

PURPOSE:

This service consists of cleaning and upkeep of 155,400 square footage of building. Approximately 330 offices are serviced under this contract. Waste removal, vacuuming, sweeping, mopping, buffing, dusting, cleaning rest rooms and shower stalls are all included as part of the service.

BACKGROUND AND FINDINGS:

Custodial services will be performed at main police building located at 321 John Sartin Street. This service will provide one full-time day custodian that will work Monday through Friday from 8:00 a.m. to 4:30 p.m. Nightly custodial services will also be required after normal business hours from 5:00 p.m. through 11:00 p.m.

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:

Police Department

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 | | \$458,441.76 | \$85,500.00 | \$543,941.76 |
| Encumbered / Expended Amount | | \$212,879.08 | | \$212,879.08 |
| This item | | \$0.00 | \$85,500.00 | \$85,500.00 |
| BALANCE | | \$245,562.68 | | \$245,562.68 |

Fund(s): Police Building Maintenance and Operations

Comments:

No funds are required for FY2012-2013. However, funds will be requested for this service during the normal FY 2013-2014 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation.