



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting August 9, 2022

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**DATE:** August 9, 2022

**TO:** Peter Zanoni, City Manager

**FROM:** Charles Mendoza, Director of Asset Management  
[Charlesm2@cctexas.com](mailto:Charlesm2@cctexas.com)  
(361) 826-1941

Josh Chronley, Assistant Director of Finance-Procurement  
[JoshC2@cctexas.com](mailto:JoshC2@cctexas.com)  
(361) 826-3169

<b>Pest Control Services for City Properties</b>
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### **CAPTION:**

Motion authorizing a three-year service agreement with BugPro Inc., of Corpus Christi, in an amount not to exceed \$58,643.46, for pest control services for City properties, with FY 2022 funding of \$3,258.00 from the Asset Management - Facilities Fund.

### **SUMMARY:**

The ordinance authorizes a three-year service agreement for pest control services for City Facilities. This contract will be used on an as needed basis by the Asset Management Department to meet various department needs in a timely manner and to keep City Facilities presentable.

### **BACKGROUND AND FINDINGS:**

This contract will allow the respective department to contact Asset Management for pest control services. The ordinance authorizes a three-year service agreement for pest control services for City Facilities.

### **PROCUREMENT DETAIL:**

Finance-Procurement conducted a competitive Request for Bids process to obtain bids. The City received three bids. Staff is recommending the award to the lowest, responsive, responsible bidder, BugPro, Inc. The incumbent, G & G Pest Control, of Beeville, submitted a bid; however, their bid was higher than the recommended bidder.

### **ALTERNATIVES:**

The alternative would be for Facility Maintenance to hire additional staff to do the work orders in-house. Currently, Facility Maintenance does not have the appropriate staff levels to keep up with pest control work order requests.

### **FISCAL IMPACT:**

The fiscal impact for Asset Management in FY 2022 is \$3,258.00 for the initial three-year service agreement. The remaining cost for the initial agreement and optional years will be budgeted through the budget process. Funding will be available as work orders are requested.

### **FUNDING DETAIL:**

Fund:	5115	Asset Management – Facilities Fund
Organization/Activity:	40300	Facilities Management & Maintenance
Mission Element:	191	Operate City Buildings & Facilities
Project # (CIP Only):		
Account:	530210	Building Maintenance and Service Expense

### **RECOMMENDATION:**

Staff recommends approval of this motion authorizing a service agreement for pest control services for City properties as presented.

### **LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation