



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 31, 2017
Action Item for the City Council Meeting of February 14, 2017

DATE: January 31, 2017

TO: Margie C. Rose, City Manager

FROM: Mike Markle, Police Chief
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Custodial Services Service Agreement for Police Department

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with ABM Janitorial Service-South Central, Inc., of San Antonio, Texas for custodial services for the Corpus Christi Police Department, in accordance with Request for Bid No. 170, based on the lowest, responsive, responsible bid for a total amount not to exceed \$93,000, with an estimated expenditure of \$54,250 in FY 2016-2017. The term of this contract will be for 12 months with options to extend for two additional 12-month periods at the sole discretion of the City.

PURPOSE:

This service agreement will provide custodial services for the Main Police Station.

BACKGROUND AND FINDINGS:

Custodial services will be performed at the main police building located at 321 John Sartain Street. This service will provide two full-time day custodians that will work Monday through Friday from 8:00 a.m. to 5:00 p.m. Nightly custodial services will also be required after normal business hours from 5:00 p.m. until the required services are performed. The Police Department has utilized the services of ABM Janitorial for the past few years and have been satisfied with their services.

The City received four responsive bids, and is recommending the award to the lowest, responsive, responsible bidder, ABM Janitorial Service-South Central, Inc.

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 Building Maintenance and Operations

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$245,572.00	\$38,750.00	\$284,322.00
Encumbered / Expended Amount	\$38,216.88	\$0.00	\$38,216.88
This item	\$54,250.00	\$38,750.00	\$93,000.00
BALANCE	\$153,105.12	\$0.00	\$153,105.12

Fund(s): General Fund

Comments: The initial contract term is a total amount not to exceed \$93,000, with an estimated expenditure of \$54,250 is funded in FY2016-2017. The total contract value will be \$279,000.00 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement