



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 15, 2018
Action Item for the City Council Meeting May 22, 2018

DATE: May 15, 2018

TO: Keith Selman, Interim City Manager

FROM: Mike Markle
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<p>Custodial Services for Outlying Police Buildings for a One-year Service Agreement not to Exceed \$85,878.34, with Two One-year Options with a Total Potential Multi-year Amount of Up to \$257,635.02</p>

CAPTION:

Resolution authorizing a one-year service agreement with Hilario O. Ortega, Jr., dba A Plus Janitorial and Mowing Services of Corpus Christi, Texas, to perform custodial services for outlying Police buildings for a total amount not to exceed \$85,878.34, with two one-year options for a total potential multi-year amount of \$257,635.02.

PURPOSE:

The service agreement will provide custodial services for ten outlying Police Department facilities. This agreement does not include the main headquarters.

BACKGROUND AND FINDINGS:

Custodial services will be performed at ten outlying police buildings throughout the City. This service will provide an adequate number of custodians that will work Monday through Sunday to perform the services required.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received nine responsive, responsible bids and one no bid, and is recommending the award to Hilario O. Ortega, Jr., dba A Plus Janitorial and Mowing Services, the lowest responsive responsible bidder.

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 Department

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$79,085.00	\$229,008.91	\$308,093.91
Encumbered / Expended Amount	\$50,440.00	0.00	\$50,440.00
This item	\$28,626.11	\$229,008.91	\$257,635.02
BALANCE	\$18.89	0.00	\$18.89

Fund(s): General Fund

Comments: The initial contract is for an amount not to exceed \$85,878.34 of which \$28,626.11 is funded in FY2017-2018 budget. The total contract value will be \$257,635.02 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Service Agreement
Bid Tabulation