



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of September 11, 2018  
Action Item for the City Council Meeting September 18, 2018

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**DATE:** September 11, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
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<b>Custodial Services for Fleet Maintenance Buildings</b>
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**CAPTION:**

Motion authorizing a one-year service agreement for custodial services with Hilario O. Ortega, Jr., dba A Plus Janitorial and Mowing Services of Corpus Christi, Texas for a total amount of \$18,995.16, with two one-year options for a total potential multi-year amount of \$56,985.48.

**PURPOSE:**

The service agreement will provide custodial services for four Fleet Maintenance Buildings.

**BACKGROUND AND FINDINGS:**

Custodial services will be performed at four Fleet Maintenance buildings. 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 eight responsive, responsible bids, 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:**

Asset Management

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	.00	\$56,985.48	\$56,985.48
Encumbered / Expended Amount	.00	.00	.00
This item	.00	\$56,985.48	\$56,985.48
BALANCE	.00	.00	.00

Fund(s): Fleet Maint. Svc

**Comments:** The total contract value will be \$56,985.48 if all option years are executed.

**RECOMMENDATION:**

Staff recommends approval of the resolution as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation