



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of December 04, 2018  
Action Item for the City Council Meeting of December 11, 2018

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**DATE:** December 04, 2018

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

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

Motion authorizing a three-year service agreement for custodial services with Ernestina Luna, dba Unified Service Associates of San Antonio, Texas, for an amount not to exceed \$449,199, with two one-year renewal options for a potential total amount not to exceed \$748,665.00.

**PURPOSE:**

This service will provide the custodial services necessary at City Hall, Frost building and Facility maintenance building.

**BACKGROUND AND FINDINGS:**

The City of Corpus Christi Asset Management Department is responsible for the afterhours custodial duties performed at City Hall, the maintenance field shop, and the Frost building. These buildings have custodial personnel stationed onsite during business hours and are responsible for focused custodial services which does not hinder the operations of said building departmental staff.

The large scope of the afterhours custodial responsibilities extends beyond the available staff capacity and expertise of our department. The scale of the operation necessitates having an experienced agency with skilled resources that can service the full custodial requirements of the building which could not be performed during business hours.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received seven responsive, responsible bids, and staff is recommending the award to the lowest, responsive, responsible bidder, Unified Service Associates Company.

**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: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$780,346.19	\$636,365.26	\$1,416,711.45
Encumbered / Expended Amount	\$287,527.87	\$0.00	\$287,527.87
This item	\$112,299.74	\$636,365.26	\$748,665.00
BALANCE	\$380,518.58	\$0.00	\$380,518.58

Fund(s): Fclty & Prop Mg

**Comments:** The initial term contract value is \$449,199, of which \$112,299.74 is funded in FY 2018-19

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation