



AGENDA MEMORANDUM

Action Item for the City Council Meeting of May 21, 2019

DATE: May 21, 2019

TO: Peter Zaroni, City Manager

FROM: Mike Markle, Chief of Police
mikema@cctexas.com
(361) 886-2603

Kim Baker, Director of Contracts and Procurement Department
Kimb2@cctexas.com
(361) 826-3169

Custodial Services for Outlying Police Buildings

CAPTION:

Resolution authorizing a 12-month service agreement for custodial services for outlying police buildings with Ernestina Luna, dba Unified Service Associates of San Antonio, Texas for an amount not to exceed \$109,395.96, with two 12-month options for a potential total amount not to exceed \$328,187.88.

PURPOSE:

This item is to approve a 12-month service agreement for custodial services for outlying police buildings for the Police Department with options to extend for up to two additional 12-month periods.

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 Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids from qualified firms to provide custodial services for outlying police buildings. The City received four responsive, responsible bids and one non-responsive bid. Staff recommends award to the lowest, responsive, responsible bidder, Unified Service Associates.

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:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$263,816.26	\$291,722.56	\$555,538.82
Encumbered / Expended Amount	\$26,746.76	\$0.00	\$26,746.76
This item	\$36,465.32	\$291,722.56	\$328,187.88
BALANCE	\$200,604.18	\$0.00	\$200,604.18

Funding Detail:

Fund: 1020 General Fd
Organization/Activity: 11870 Police Building Maint & Oper
Mission Element: 151 Respond to Calls for Law Enforcement Services
Project # **(CIP Only)**: N/A
Account: 530000 Professional Services

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement 2125
Bid Tabulation