



CITY COUNCIL COMMUNICATION

October 26, 2010

SUBJECT: Bid Award – Janitorial Services Contract
SUBMITTED BY: Kyle McAdams, Fleet & Facility Administrator
REFERENCE NO: Bid No. 017-10

ACTION REQUESTED:

Consider award of Bid No. 017-10 to United Building Maintenance (UBM) Enterprise, Inc., Dallas, Texas for janitorial services for various city facilities.

ALTERNATIVES:

- Award to different vendor
- Reject all bids

SUMMARY OF SUBJECT:

On behalf of the Facility Maintenance Department, janitorial service bids were requested through the Purchasing Department for various city facilities.

Bids were mailed to or requested by 25 separate vendors. Completed bid packages were received from 12 companies. All bids were examined and the facility maintenance staff verified references and reviewed the Better Business Bureau's database for any complaints filed within the last three years for the lowest four (4) bidders. As a result of this review it has been determined that the lowest qualified vendor is UBM Enterprises, Inc., Dallas, Texas.

This contract will be for an initial one (1) year period with three (3) one-year renewals based upon performance and agreement by both parties.

FINANCIAL CONSIDERATIONS:

Revenue Sources: Annual budget

Expenditure Accounts: Facility Maintenance (101-5037-519.42-31)
Texas Star (540-7060-550.42-31)

Budgeted Fiscal Year(s): \$127,600.00

Estimated Expenditure: \$104,085.48
City Facilities \$94,454.28
Texas Star \$9,631.20

Over/Under Projection By: Facility Maintenance Budget (\$11,145.72)
Texas Star Budget (\$12,368.80)

Other Comments:

SUPPORTING DOCUMENTS:

- Bid Tabulation
- Vendor List

APPROVED BY:

_____ **LG** _____

City Manager's Office

_____ **SC** _____

City Secretary's Office