



CITY COUNCIL COMMUNICATION

October 25, 2011

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

ACTION REQUESTED:

Consider approval of a one-year extension of Bid No. 017-10 for janitorial services with UBM Enterprise, Inc., 11102 Ables Lane, Dallas, Texas.

ALTERNATIVES:

- Do Not Approve
- Re-Bid

SUMMARY OF SUBJECT:

During FY2011, the Purchasing Department, on behalf of Facility Maintenance, solicited bids for janitorial services for the city's various facilities. Bids were requested by or mailed to 25 separate vendors. Completed bid packages were received from 12 companies. All bids were examined and it was determined that the lowest qualified vendor was UBM Enterprise, Inc.

Over the last year, UBM's performance has been acceptable with minimal issues. It is staff's recommendation, based on mutual agreement of both parties that City Council extend their contract for an additional year. The bid requested a contract for a period of one (1) year with an option to renew for three (3) additional one-year contracts by mutual written agreement. This will be the first of the three (3) one-year renewal periods. There will be no price increase.

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): \$115,600.00
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 (\$368.80)

Other Comments:

SUPPORTING DOCUMENTS:

- Renewal Letter: UBM Enterprise, Inc.

APPROVED BY:

_____ **LG** _____ City Manager's Office

_____ **KS** _____ City Secretary's Office