



## **CITY COUNCIL COMMUNICATION**

October 28, 2014

**SUBJECT:** Janitorial Services Contract  
**SUBMITTED BY:** Kyle McAdams, Fleet & Facility Administrator  
**REFERENCE NO:** Bid No. 014-14

---

### **ACTION REQUESTED:**

Consider award of Bid No. 014-14 for a janitorial services contract to UBM Enterprise, Inc., 11102 Ables Lane, Dallas, Texas and authorize the City Manager to enter into a contract with UBM Enterprise, Inc.

### **ALTERNATIVES:**

- Table the request
- Deny the request

### **SUMMARY OF SUBJECT:**

The Purchasing Department, on behalf of Facility Maintenance, solicited bids for janitorial services for various City facilities. Completed bid packages were received from twelve (12) companies and were opened on October 6, 2014. All bids were reviewed and evaluated using the criteria contained within the bid proposal. Staff recommends that the City award the janitorial services contract to UBM Enterprise, Inc., the second lowest qualified vendor due to UBM Enterprise, Inc., representing the best value for the city.

The bid requested a contract for a period of one (1) year with an option to renew for three (3) additional one (1) year terms by mutual written agreement.

**FINANCIAL CONSIDERATIONS:**

Revenue Sources: Annual Budget  
Expenditure Accounts: 101-5037-519.42-31  
Budgeted Fiscal Year(s): FY 2014-2015  
Estimated Expenditure: \$105,000.00  
Total Expenditure: \$104,085.48  
Over/ **Under** Projection By: \$ 914.52  
Other Comments:

**SUPPORTING DOCUMENTS:**

- Bid Tabulation

**APPROVED BY:**

\_\_\_\_\_ **LG** \_\_\_\_\_ City Manager's Office  
\_\_\_\_\_ **HH** \_\_\_\_\_ City Secretary's Office