



**CITY COUNCIL COMMUNICATION**

October 27, 2015

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

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**ACTION REQUESTED:**

Consider approval of a one-year extension to Bid No. 014-14 with UBM Enterprise, Inc., Dallas, Texas for janitorial services.

**ALTERNATIVES:**

- Re-bid through the City's Purchasing Department
- Table the request
- Deny the request

**SUMMARY OF SUBJECT:**

In FY 2015, the Purchasing Department, on behalf of Facility Maintenance, solicited bids for janitorial services for the city's various facilities with the bid being awarded to UBM Enterprises, Inc. The bid requested a contract for a period of one (1) year with an option to renew for three (3) additional one-year terms by mutual written agreement. This will be the first of the available three year renewal options.

**FINANCIAL CONSIDERATIONS:**

Revenue Sources:	Annual Budget
Expenditure Accounts:	101-5037-519.42-31
Budgeted Fiscal Year(s):	FY 2016
Budgeted Expenditure:	\$ 105,000
Estimated Expenditure:	\$ 104,085.48
Over/ <b><u>Under</u></b> Projection By:	\$ 914.52
Other Comments:	

**SUPPORTING DOCUMENTS:**

- Renewal Letter: United Building Maintenance (UBM) Enterprises, Inc.

**APPROVED BY:**

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