

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> October 28, 2014		<b>DATE SUBMITTED:</b> October 9, 2014	
<b>DEPARTMENT OF ORIGIN:</b> Parks and Recreation		<b>SUBMITTED BY:</b> M. Darrell Lovelette	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider a fourth and final extension to an existing annual contract for parks custodial services to Howell Service Corporation for an amount not to exceed \$127,516.38.			
<b>SUMMARY STATEMENT:</b> On September 28, 2010, the City Council approved an annual contract for parks custodial service to Howell Service Corporation in the amount of \$107,516.38. On October 5, 2011, Change Order #1 was issued and approved to increase the contract amount by \$20,000.00; this increase was due to the increased number of park rentals. On November 11, 2011, the City Council approved the first extension of this contract. The second extension was approved on October 23, 2012. The third extension was approved on October 22, 2013.			
<p>In the first year of the contract, \$106,699.24 was spent for parks custodial services; in the second year, \$125,729.74 was spent with the increase mainly caused by an increase in reservations; and in the third year \$111,728.15 was spent partly due to fewer reservations and a change in responsibility for the Palace Theater. Over the last year and to date, \$114,190 has been spent.</p> <p>This contract provides custodial maintenance services to eighteen (18) City parks and their respective facilities. This service includes full service cleaning and supplies to the restrooms, pavilions, amphitheaters and sports pavilions located within these parks, according to both a predetermined set schedule and a user schedule.</p> <p>Howell has performed satisfactorily in the past for the City of Bryan and appears to fully understand they will need to work with the City throughout the year to insure budget parameters are met.</p> <p>According to the contract, the City of Bryan has the option of extending this contract, subject to approval of funding and review of the services provided by the vendor, a total of four (4) - one (1) year terms. If this contract extension is approved, it will be the final extension (i.e., fourth extension). The City of Bryan does not consider extensions that include increases to the bid unit prices so the pricing has remained the same since it was awarded in 2010; the increase was due to increased park rentals and not increased fees.</p>			
<b>STAFF ANALYSIS AND RECOMMENDATION:</b> The Parks and Recreation Department has been satisfied with contracting out this cleaning service and found it to be cost effective over the past several years. The extension of the existing contract locks in the original bid unit prices for another year; this bid and original contract allows for four (4) - one (1) year renewals if the vendor agrees to extend the contract. This extension will represent the final one.			
<p>If City staff were to provide this service, a supervisor and at least two (2) employees would be needed. The cost of wages and benefits for these full time employees would be approximately \$38,150 per employee and \$57,000 for the supervisor, which totals \$133,300. In addition, cost of materials and supplies, vehicle, gas, etc. would exist so the</p>			

cost of contracting services remains less expensive than providing the service with City employees. However, by awarding this contract, the City will be somewhat dependent on the contractor's schedule. If a cleaning problem arises outside of the normal schedule times, a contractor's response time might not meet customer service needs.

The Parks and Recreation staff respectfully requests the City Council approve this extension of an existing contract for parks custodial services to Howell Service Corporation in a not to exceed contract amount of \$127,516.38.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Award the extension to Howell Service Corporation
2. Do not award the extension and re-bid
3. Provide other direction to staff

**ATTACHMENTS:**

1. Contract extension letter (pdf file)
2. A copy of the original contract is in the City Secretary's Office for review

**FUNDING SOURCE:** Parks and Recreation Department – General Fund (as budgeted in the FY2015 budget)

**APPROVALS:** Hugh R. Walker, 10/09/2014

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 10/17/2014

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 10-18-2014

Revised 04/2013