

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 28, 2014		DATE SUBMITTED: October 16, 2014	
DEPARTMENT OF ORIGIN: Facility Services		SUBMITTED BY: B. Ebner	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<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 type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider rejecting all bids received for the "Annual Contract for Custodial Services" RFB #15-007.			
<p>SUMMARY STATEMENT: Request for Bid #15-007 was released on October 01, 2014, for an Annual Contract for Custodial Services. The public bid opening took place on October 15th with four (4) bids received. Of the four (4) bids received, two (2) of the bidders did not submit a bid bond as required by the bid document. Therefore, these two (2) bids were considered non-responsive and their bids were not considered. The remaining two (2) bids came in at \$187,255.48 and \$360,137.00. These bid amounts are over the budgeted amount for custodial services and staff is requesting City Council to reject all bids and allow staff to re-bid this contract.</p> <p>The intent of an annual contract for custodial services is to provide the City of Bryan with custodial services to the following facilities: Clara B. Mounce Library, Bryan Justice Center, Municipal Office Building, Neal Recreation Center, Municipal Service Center, Purchasing/Parks/Facility Building, and the Central Fire Administration Building. Other City facilities, which will be maintained by in-house staff, include the Federal Building, IT Facility, Carnegie Library, Community Development Department at the Horizon Building, and the City Hall Annex.</p> <p>The three (3) previous year's annual contracted custodial cost amounts with Andrews Building Services (ABS) have been:</p> <p style="padding-left: 40px;">November 2011 - November 2012: \$115,807.23 November 2012 - November 2013: \$119,966.51 November 2013 - Present 2014: \$109,327.75 (not yet a complete year)</p> <p>The current vendor, ABS, failed to attend the mandatory pre-bid conference and was unable to submit a bid. ABS has agreed to extend the current contract until January 06, 2015; this extension provides staff time to re-bid the services, and allows the City Council an opportunity to consider awarding the bid that offers the best value to the City of Bryan.</p>			
STAFF ANALYSIS AND RECOMMENDATION: Facility Services respectfully request that City Council reject all bids and allow staff to re-bid this service. Two (2) bids were non-responsive and two (2) bids were significantly higher than the City has paid for custodial services in the previous three years.			
OPTIONS (In Suggested Order of Staff Preference):			
<ol style="list-style-type: none"> 1) Reject all bids and allow staff to re-bid. 2) Do not reject all bids and provide staff direction. 			

ATTACHMENTS: Bid Tabulation (.pdf)

FUNDING SOURCE: n/a (funding is required if a contract is awarded but not to reject bids)

APPROVALS: Hugh R. Walker, 10/16/2014

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

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

Revised 05/2013