

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> November 18, 2014		<b>DATE SUBMITTED:</b> November 3, 2014	
<b>DEPARTMENT OF ORIGIN:</b> Facility Services		<b>SUBMITTED BY:</b> B. Ebner	
<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 checked="" 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
<b>AGENDA ITEM DESCRIPTION:</b> Consider awarding an “Annual Contract for Custodial Services for the Municipal Facilities” to Andrews Building Services of Dallas, Texas for a total two (2) year contract amount not to exceed \$348,280.00.			
<b>SUMMARY STATEMENT:</b> The intent of this contract is to establish an annual contract with a qualified contractor to provide custodial maintenance services to seven (7) City of Bryan Facilities. Two (2) sealed bids were received and publicly opened on Friday October 31, 2014. Of the two (2) bids, one (1) was a local vendor with the most competitive local bid being Howell Service Corp. in an amount of \$648,768.96 for the two (2) year contract. The bid providing the best value to the City of Bryan for janitorial service was submitted by Andrews Building Services of Dallas, Texas for a total two (2) year contract amount not to exceed \$348,280.00.			
<p>Andrews Building Services of Dallas, Texas is the current contractor; awarded the contract in 2011. Andrews Building Services did not extend their current contract due to supply cost increases and the City of Bryan was required to rebid the contract. While there is always room for improvement with any service contract Andrews Building Services has provided acceptable custodial service to the City of Bryan.</p> <p>The City of Bryan will utilize this annual contract for custodial service 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 are:</p> <ul style="list-style-type: none"> <li>• November 2011 - November 2012: \$115,807.23</li> <li>• November 2012 - November 2013: \$119,966.51</li> <li>• November 2013 - Present 2014: \$109,327.75 ( Not yet a complete year)</li> </ul> <p>The proposed custodial service contract shall become effective, pending acceptance and approval by the City Council, on December 2, 2014. The contract shall remain in full force and effect with firm fixed prices for a period of twenty four (24) months. The City of Bryan will not consider a contract extension that includes increases in unit bid prices. The City of Bryan shall have the option of extending the contract, subject to approval of funding and review of the services provided by the contractor, for three (3) additional one (1) year terms to be extended one (1) year at a time; resulting in a possible total contract period of five (5) years.</p>			
<b>STAFF ANALYSIS AND RECOMMENDATION:</b> Facility Services respectfully request the City Council approve this contract for custodial services with Andrews Building Services of Dallas, Texas for a total not to			

exceed contract amount of \$348,280.00 over the two (2) year contract period.

On October 28, 2014, the City Council rejected bids for annual custodial services. In anticipation of the City Council rejecting bids, staff prepared another request for bid. Of the bids rejected on October 28, the lowest responsive bid was \$187,255.48 submitted by McLemore Building Maintenance.

By rebidding the service, the City received a bid over \$13,000 less than the initial request for bid, which results in a two years savings of over \$26,000.

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

- 1) Award the contract.
- 2) Do not award the contract and provide direction to staff.
- 3) Re-Bid

**ATTACHMENTS:** Bid Tabulation (pdf file)

**FUNDING SOURCE:** General Fund, Facility Services (as budgeted in the FY2015 budget)

**APPROVALS:** Hugh R. Walker, 11/02/2014

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 11/3/2014

**APPROVED FOR SUBMITTAL: CITY ATTORNEY**

Revised 05/2013