

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 27, 2015		DATE SUBMITTED: October 12, 2015	
DEPARTMENT OF ORIGIN: Parks and Recreation		SUBMITTED BY: M. Darrell Lovelette	
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 checked="" type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider approval to award the Parks Custodial Services Section B Parks contract to Garcia Cleaning Service for an amount not to exceed \$124,395, for custodial services for the City Parks and Downtown Bryan and not to award Section C Parks for the Neal Recreation Center.			
SUMMARY STATEMENT: For at least thirteen (13) years the City of Bryan has outsourced custodial services for its park facilities. The last award was approved on September 28, 2010. This contract was then extended annually for four (4) more years to the same contractor; i.e., a total of five (5) years.			
<p>On Wednesday, September 22, 2015, bids were opened for Parks Custodial Services. Six (6) bids were received. After the bids and documents were reviewed, one bid was found to be non-responsive so it was eliminated from consideration. The remaining five (5) bids met all criteria as requested in the Request for Bid (RFB). The bid was divided into two groups with all parks and Downtown Bryan in one group and the Neal Recreation Center listed alone in the second group. Garcia Cleaning Service was the low bidder for both groups.</p>			
<p>The contract being recommended for approval provides custodial services to nineteen (19) City parks and their respective facilities plus Downtown Bryan. 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 reservation schedule by users.</p>			
<p>The Neal Recreation Center custodial service was listed as a separate item to test the market and possibly combine a Parks and Recreation Department facility with other parks custodial services. Staff recommends not awarding the cleaning of the Neal Recreation Center because a page was inadvertently left out of the Request for Bid so the contractors did not receive complete information. Neal Recreation Center is currently being cleaned under a contract held by the Facilities Department, and staff recommends continuing services under the existing contract. Not including it in this contract should not have a detrimental impact as, depending on bids, it might not have been awarded, and consequently kept with the Facilities Department contract. The Facilities Department custodial contract has a term from January 7, 2015, to January 6, 2017, with three (3) one (1) year extensions. The City Council approved the existing Facilities Department contract on November 18, 2014 (i.e., a fairly recent process).</p>			
<p>According to the proposed contract, the City of Bryan will have the option of extending this contract, subject to approval of funding by the City Council and review of the services provided by the vendor, a total of four (4) - one (1) year terms; i.e., for a possible total term of five (5) years. The RFB and contract, as presented by the City of Bryan, will not consider extensions that include increases to the bid unit prices so the pricing will remain the same for all four (4) extensions.</p>			

Over the past five (5) years the contractor who performed these duties was paid the following amounts:

FY11	\$107,752
FY12	\$125,730
FY13	\$121,164
FY14	\$114,867
FY15	\$115,426 estimated year end

The FY16 Parks and Recreation Budget has a total of \$133,000 budgeted for this service so the bid amount is within the estimated budget amount. If the budget amount is exceeded, additional rentals should be the cause, and if so, additional rental revenue should offset additional cleaning costs.

STAFF ANALYSIS AND RECOMMENDATION: 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 \$40,000 per employee and \$57,000 for the supervisor, which totals \$137,000. In addition, the cost of materials and supplies, vehicle, gas, etc. would also be the responsibility of the City. Therefore, the cost of contracting services remains less expensive than providing the service with City employees.

By awarding this contract, the City will be 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 the award of this contract for Parks Custodial Services to Garcia Cleaning Service in an amount not to exceed contract \$124,395 for the parks and Downtown Bryan and recommends **not** including the cleaning of the Neal Recreation Center within the contract.

OPTIONS (In Suggested Order of Staff Preference):

1. Award the contract to Garcia Cleaning Service for parks and downtown, but do not include the cleaning of the Neal Recreation Center within the contract.
2. Do not award the contract and re-bid.
3. Provide other direction to staff.

ATTACHMENTS:

1. Bid tabulation (pdf file)

FUNDING SOURCE: Parks and Recreation Department – General Fund (as budgeted in the FY2016 budget)

APPROVALS: Hugh R. Walker, 10/09/2015

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 10-13-2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY