

Meeting Date (?) 11/21/2016

Subject Matter* (?) Consider approval to award the first extension of the Parks Custodial Services contract
This must match rolling agenda entry

Department of Origin* PARKS & RECREATION

Submitted By* M. Darrell Lovelette

Type of Meeting* BCD Special Regular

Classification* Public Hearing Consent Statutory Regular

Ordinance* None First Read Second Read First & Only Read

Strategic Initiative* Public Safety Service
 Economic Development Infrastructure
 Quality of Life

Agenda Item Description* Consider approval to award the first extension of the Parks Custodial Services contract for custodial services for City parks and Downtown Bryan to Garcia Cleaning Service in an amount not to exceed \$124,395.

Summary Statement* For at least fourteen (14) years the City of Bryan has outsourced custodial services for park facilities. The last award was approved on October 12, 2015; this contract was awarded for one (1) year with the option of extending it for four (4) additional, one (1) year terms. Through this Council Action Form, staff recommends approving the first extension.

On Wednesday, September 22, 2015, proposals were opened for Parks Custodial Services, and six (6) proposals were received. After the proposals and documents were reviewed, one proposal was found to be non-responsive and was eliminated from consideration. The remaining five (5) proposals met all criteria as requested in the Request for Proposals (RFP). Garcia Cleaning Service submitted the lowest bid price.

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 an users' reservation schedule.

According to the contract, the City of Bryan has 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 Request for Proposals and contract do not consider extensions that include increases to the bid unit prices so the pricing will remain the same for this extension.

Over the past five (5) years, costs for this service was in the following amounts:

FY12 \$125,730
FY13 \$121,164
FY14 \$114,867
FY15 \$114,367
FY16 \$130,250

The FY17 Parks and Recreation Budget has a total of \$133,000 budgeted for this service so the proposal 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 & 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 \$45,000 per employee and \$57,000 for the supervisor, which totals \$147,000. In addition, the cost of materials and supplies, vehicle, gas, etc. also would be the responsibility of the City. Therefore, the cost of contracting services remains less expensive than providing the service with City employees.

However, 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 or expectations.

The Parks and Recreation staff respectfully requests the City Council approve the extension of this contract for parks custodial services to Garcia Cleaning Service in an amount not to exceed \$124,395.

Options*

(In Suggested Order of Staff Preference)

1. Award the first extension of the contract to Garcia Cleaning Service for parks and downtown.
2. Do not award the contracts and re-bid.
3. Provide other direction to staff.

Funding Source*

Parks and Recreation Department – General Fund (as budgeted in the FY17 budget)

Attachments

Garcia 1st Ext.pdf	40.98KB
11212016_Attachment_ParksCustodialBidTab2015.pdf	69.4KB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. Contract Extension Letter
2. September 22, 2015 Bid Tab

Dept. Head Signature



Deputy City Manager Signature



City Manager Signature



City Attorney Signature

