

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 22, 2013		DATE SUBMITTED: October 3, 2013	
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 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
AGENDA ITEM DESCRIPTION: Consider renewing an “Annual Contract for Custodial Services for the Municipal Facilities” to Andrews Building Services of Dallas, Texas, for a total contract amount not to exceed \$142,425.32.			
<p>SUMMARY STATEMENT: The intent of this action is to renew an annual contract with a qualified contractor to provide custodial maintenance services to seven (7) City of Bryan facilities. In November 2012, City Council considered and approved the first extension with Andrews Building Service of Dallas, Texas, to continue the janitorial service for the 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.</p> <p>Prior to issuing this contract for janitorial services in November 2011, the City used a combination of (7) in-house employees and a supervisor, plus outside contracted services to provide janitorial services at an annual cost of \$444,382.00. With the implementation of contract services, staff was reduced to two (2) full time employees and a supervisor to maintain the custodial services and contract for the City. The actual cost for the first year and the first extension for outside contracted services has been:</p> <ul style="list-style-type: none"> • November 2011- November 2012: \$115,807.23 • November 2012- November 2013: \$119,966.51 (estimated) <p>The proposed custodial service contract shall become effective pending acceptance and approval by the City Council. It shall remain in full force and effect with firm fixed prices for a period of twelve (12) months. The City of Bryan will not consider a contract extension that includes increases in unit bid prices. As approved by the City Council in November 2011, the City shall have the option of extending the contract, subject to approval of funding and review of the services provided by the contractor, for two (2) additional one (1) year terms to be extended one (1) year at a time. If approved, this extension is the second and final extension of this contract.</p>			
STAFF ANALYSIS AND RECOMMENDATION: Facility Services respectfully request the City Council approve this contract extension for custodial services with American Building Services of Dallas, Texas, for a total not to exceed contract amount of \$142,425.32. Based on cost analysis, contracting the services is the most cost effective manner to provide custodial services to these seven (7) City facilities.			
<p>Note: The requested funding amount (\$142,425.32) is a not to exceed amount and the actual amount may be closer to historical trends (i.e., between \$116,000 and \$120,000).</p>			
OPTIONS (In Suggested Order of Staff Preference):			
<ol style="list-style-type: none"> 1) Award the contract extension. 2) Do not award the contract extension and provide direction to staff. 3) Re-Bid 			

ATTACHMENTS: (both attachments are in a single pdf file)

1. Extension letter dated August 29, 2013
2. Contract, which includes "Custodial Specifications"

FUNDING SOURCE: General Fund, Facility Services (as budgeted in the FY2014 budget)

APPROVALS: Hugh R. Walker, 10/04/2013

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 10/07/2013

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 10/14/2013

Revised 05/2013