

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 22, 2013		DATE SUBMITTED: October 3, 2013	
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 a third extension to an existing annual contract for parks custodial services to Howell Service Corporation for an amount not to exceed \$127,516.38.			
<p>SUMMARY STATEMENT: On September 28, 2010, the City Council approved an annual contract for parks custodial service to Howell Service Corporation in the amount of \$107,516.38. On October 5, 2011, Change Order #1 was issued and approved to increase the contract amount by \$20,000.00; this increase was due to the increased number of park rentals. On November 11, 2011, the City Council approved the first extension of this contract. The second extension was approved on October 23, 2012.</p> <p>In the first year of the contract, \$106,699.24 was spent for parks custodial services; in the second year, \$125,729.74 was spent with the increase being mainly caused by an increase in reservations; and in the past year \$111,728.15 was spent partly due to fewer reservations and change in responsibility of the Palace Theater.</p> <p>This contract provides custodial maintenance services to eighteen (18) City parks and their respective facilities. 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 user schedule.</p> <p>Howell has performed satisfactorily in the past for the City of Bryan and fully understands that they will need to work with the City throughout the year to insure that ensure budget parameters are met.</p> <p>According to the contract, the City of Bryan shall have the option of extending this contract, subject to approval of funding and review of the services provided by the vendor, for a total of four (4) additional one (1) year terms. If this contract extension is approved, one (1) more extension may be considered. The City of Bryan will not consider extensions that include increases to the bid unit prices.</p>			
<p>STAFF ANALYSIS AND RECOMMENDATION: The Parks and Recreation Department has been satisfied with contracting out this cleaning service and found it to be cost effective over the past several years. The extension of the existing contract locks in the original bid unit prices for another year, as this bid and original contract allows for four (4) - one (1) year renewals if the vendor agrees to extend the contract. This extension will represent the third extension.</p> <p>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 \$38,150 per employee and \$57,000 for the supervisor, which totals \$133,300. In addition, cost of materials and supplies, vehicle, gas, etc. would exist; so the cost of contracting services remains less expensive than providing the service with City employees.</p>			

However, by awarding this contract, the City will be somewhat dependent on the contractor's schedule. If a cleaning problem presents itself outside of the normal schedule times, a contractor's response time might not meet customer service needs.

The Parks and Recreation staff respectfully requests that the City Council approve this extension of an existing contract for parks custodial services to Howell Service Corporation in a not to exceed contract amount of \$127,516.38.

OPTIONS (In Suggested Order of Staff Preference):

1. Award the extension to Howell Service Corporation
2. Do not award the extension and re-bid.
3. Provide other direction to staff.

ATTACHMENTS:

1. Contract Extension Letter
2. A copy of the original contract is in the City Secretary's Office for review

FUNDING SOURCE: Parks and Recreation Department – General Fund (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 04/2013



CITY OF BRYAN
The Good Life, Texas Style.

August 28, 2013

Howell Service Corp.
PO Box 11171
College Station, TX 77842

RE: 3rd Extension of Contract No. 10-038 entitled "Annual Contract for Parks Custodial Services"

Dear Mr. Howell,

Please be advised that the above referenced contract will expire on November 03, 2013 and it is our intent to recommend to the City Council to extend said contract for one (1) additional period of one (1) year, beginning the day following the expiration date of said contract.

If your company is willing and able to extend Contract No. 10-038 under the same prices, terms, conditions and provisions as those contained in the original contract, please complete the following information and return this original within ten (10) days from the date of this notification.

I, Doryaneh Howell CFO
Name Title
Of Howell Service Corp.
Company Name

agree to extend Contract No. 07-153 with the City of Bryan, under the same prices, terms, conditions and provisions as those contained in the original contract, for a period of one (1) year beginning November 04, 2013 and expiring November 03, 2014 upon approval of City Council.

Signed By: Doryaneh Howell Date 9.4.13

Karen Sonley
Karen Sonley, Purchasing Supervisor
City of Bryan - Purchasing Department