



PURCHASING ITEM FOR COUNCIL AGENDA

1. Agenda Item Number:

23

2. Council Meeting Date:

April 26, 2012

TO: MAYOR & COUNCIL

3. Date Prepared: April 6, 2012

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Amendment 1 to Agreement No. MU0-910-2850 for Janitorial Services – Municipal Utilities Department to The Shannon S. Martin Co. in an amount not to exceed \$56,580.

6. RECOMMENDATION: Recommend award of Amendment 1 to Agreement No. MU0-910-2850 for Janitorial Services – Municipal Utilities Department to The Shannon S. Martin Co. in an amount not to exceed \$56,580.

7. HISTORICAL BACKGROUND/DISCUSSION: The Municipal Utilities Department contracts janitorial services for the following facilities: Municipal Utilities Administration, Water Distribution, Water Treatment Plant, Water Quality, Water Production, Meter Services, Wastewater Collection, Reverse Osmosis Facility, Airport Water Reclamation Facility and Solid Waste Services.

8. EVALUATION PROCESS: On May 28, 2010, Council approved award of a Request for Proposals (RFP) for Janitorial Services to be provided for the Municipal Utilities Department buildings and facilities to The Shannon S. Martin Co. The RFP was advertised and all registered vendors were notified. The City received twenty (20) responses from Contractors. After reviewing the responses to ensure they complied with the evaluation criteria listed in the solicitation, checking for the required signed reference letters, evaluating pricing was reasonable for the square footage, and confirming satisfaction by other City Departments using this service, the evaluation committee recommended award to The Shannon S. Martin Co. as the most qualified, responsive Contractor. This Contractor provided a detailed work plan on their method of approach for this work and staff has been satisfied with the work plan. The term of Amendment 1 is June 1, 2012 through May 31, 2013.

9. FINANCIAL IMPLICATIONS:

Cost \$56,580
Savings N/A
Funding Source:

Table with 5 columns: Account No., Fund Name, Program Name, CIP Funded, Amount. Lists various operating and R&M programs with their respective funding amounts.

10. PROPOSED MOTION: Move to award Amendment 1 to Agreement No. MU0-910-2850 for Janitorial Services – Municipal Utilities Department to The Shannon S. Martin Co. in an amount not to exceed \$56,580.

ATTACHMENTS: Amendment 1

APPROVALS

11. Requesting Department

Signature of Lexie D. Rosenfield, Sr. Management Assistant

12. Department Head

Signature of Dave Siegel, Municipal Utilities Director

13. Procurement Officer

Signature of Sharon Brause, CPPB, CPCP

14. City Manager

Signature of Rich Dlugas

**EXHIBIT C
PRICING**

Monthly payment shall be made within thirty (30) days for all work satisfactorily completed after submission by the Contractor of properly prepared invoices. Invoices are due on or before the 26th of the current month for work completed since the previous billing period.

ITEM #	DESCRIPTION	# Of MONTHS	PRICE Per MO	EXTENDED PRICE
1.	Water Treatment Plant Bldg	12	\$650.00	\$7,800.00
2.	Water Production Facility Bldg	12	\$220.00	\$2,640.00
3.	Water Quality Bldg	12	\$275.00	\$3,300.00
4.	Water Distribution Bldg K	12	\$375.00	\$4,500.00
5.	Wastewater Collection Bldg J	12	\$375.00	\$4,500.00
6.	Municipal Utilities Admin Bldg L	12	\$375.00	\$4,500.00
7.	Meter Services, Bldg O	12	\$375.00	\$4,500.00
8.	Airport Wastewater Reclamation Facility	12	\$650.00	\$7,800.00
9.	Airport Wastewater Reclamation Thickening Bldg	12	\$220.00	\$2,640.00
10.	Airport Wastewater Reclamation Maintenance Bldg	12	\$150.00	\$1,800.00
11.	Reverse Osmosis Plant	12	\$400.00	\$4,800.00
12.	Solid Waste Bldg	12	\$650.00	\$7,800.00
TOTAL EXTENDED LINES 1-12				\$56,580.00
EMERGENCY CALL-OUT HOURLY RATE (if necessary)				\$22.50