



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

12

2. Council Meeting Date:

May 9, 2013

TO: MAYOR AND COUNCIL

3. Date Prepared: April 8, 2013

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Agreement Amendment for Janitorial Services – Municipal Utilities with Shannon S. Martin Company

6. RECOMMENDATION: Recommend approval of Amendment No. 2 extending Agreement MU0-910-2850 for Janitorial Services – Municipal Utilities with Shannon S. Martin Company, in an amount not to exceed \$56,580.

7. HISTORICAL BACKGROUND/DISCUSSION: The Municipal Utilities Department contracts janitorial services for these divisions: Water Distribution, Water Treatment Plant, Municipal Utilities Administration, Water Quality, Water Systems Maintenance, Meter Services, Wastewater Collection, Reverse Osmosis Facility, Airport Water Reclamation Facility, and Solid Waste Services. The term of Amendment No. 2 is June 1, 2013, through May 31, 2014. This contractor provided a detailed work plan on their method of approach for this work and staff has been satisfied with the work plan and their services.

8. EVALUATION PROCESS: On May 27, 2010, Council approved award of a Request for Proposals (RFP) for janitorial services to be provided for Municipal Utilities Department buildings and facilities to Shannon S. Martin Company. The RFP was advertised and all registered vendors were notified. The City received twenty (20) responses from contractors. Responses were reviewed to ensure compliance with the evaluation criteria listed in the solicitation. Pricing was evaluated and found to be reasonable for the square footage. The evaluation committee recommended award to Shannon S. Martin Company, as the most qualified, responsive contractor. There are no price increases.

9. FINANCIAL IMPLICATIONS:

Cost \$56,580

Savings N/A

Funding Source:

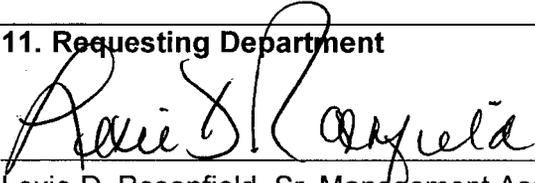
<u>Account No.</u>	<u>Fund Name</u>	<u>Program Name</u>	<u>CIP Funded</u>	<u>Amount</u>
605.3800.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 4,500
605.3830.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 7,800
605.3840.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 4,500
605.3850.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 3,300
605.3860.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 2,640
605.3880.5410.0	Water Operating	Building & Grounds R&M	Non-CIP	\$ 4,500
615.3900.5410.0	Wastewater Operating	Building & Grounds R&M	Non-CIP	\$ 4,500
616.3930.5410.0	Wastewater Industrial Treatment	Building & Grounds R&M	Non-CIP	\$ 4,800
615.3960.5219.0	Wastewater Operating	Other Prof./Contract Svcs.	Non-CIP	\$12,240
625.3700.5410.0	Solid Waste Operating	Building & Grounds R&M	Non-CIP	\$ 7,800
Total				\$56,580

10. PROPOSED MOTION: Move to award Amendment No. 2 to Agreement No. MU0-910-2850 for Janitorial Services – Municipal Utilities with Shannon S. Martin Company in an amount not to exceed \$56,580.

ATTACHMENTS: Amendment No. 2

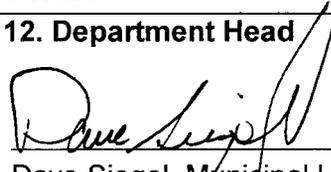
APPROVALS

11. Requesting Department



Lexie D. Rosenfield, Sr. Management Assistant

12. Department Head



Dave Siegel, Municipal Utilities Director

13. Procurement Officer



Raquel McMahon, CPPB

14. City Manager



Rich Dlugas

**AMENDMENT NUMBER TWO
TO AGREEMENT BETWEEN
CITY OF CHANDLER AND SHANNON S. MARTIN CO.
FOR JANITORIAL SERVICES
AGREEMENT NO. MU0-910-2850**

This Amendment No. 2 to that certain Agreement between the City of Chandler (CITY) and **SHANNON S. MARTIN CO. (Contractor)** for **JANITORIAL SERVICES** dated May 28, 2010 and is entered into this ____ day of _____, 2013.

WHEREAS, the parties entered into contract for two years with provisions to extend for three (3) additional one-year terms.

NOW THEREFORE, the parties agree as follows:

1. This contract is extended for a one-year period, June 1, 2013 through May 31, 2014.
2. The Agreement price is an amount not to exceed **Fifty Six Thousand Five Hundred Eighty Dollars (\$56,580.00)**, which sum shall include all costs or expenses incurred by CONTRACTOR payable as set forth in attached Exhibit C.
3. All terms, conditions and pricing of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this ____ day of _____, 2013.

CITY OF CHANDLER:

By: _____
Mayor

CONTRACTOR:

By: Shannon S. Martin
Title: Owner

APPROVED AS TO FORM:

City Attorney *[Signature]*

ATTEST: (If corporation)

ATTEST:

City Clerk

Shannon S. Martin
Secretary

WITNESS: (If individual or Partnership)

[SEAL]

**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