



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

8

2. Council Meeting Date:

April 10, 2014

TO: MAYOR & COUNCIL

THROUGH: CITY MANAGER

3. Date Prepared: March 25, 2014

4. Requesting Department: Municipal Utilities

5. SUBJECT: Amendment No. 3 to Agreement No. MU0-910-2850 with The Shannon S. Martin Company, for Municipal Utilities Department facilities Janitorial Services.

6. RECOMMENDATION: Staff recommends City Council approval of Amendment No. 3, extending Agreement No. MU0-910-2850 with The Shannon S. Martin Company, for Janitorial Services for Municipal Utilities Department facilities, for one-year, in an amount not to exceed \$56,580.

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

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 facilities to The Shannon S. Martin Company. The RFP was advertised and all registered vendors were notified. The City received twenty (20) responses from contractors. After reviewing the responses to ensure evaluation criteria compliance 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 Company 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 and service.

The term of this amendment will be June 1, 2014, through May 31, 2015. This is the final extension of the original agreement. There is no cost increase associated with this amendment.

9. FINANCIAL IMPLICATIONS:

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

Account No.	Fund Name	Program Name	CIP Funded	Amount
605.3800.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 4,500
605.3830.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 7,800
605.3840.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 4,500
605.3850.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 3,300
605.3860.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 2,640
605.3880.5410.0.0	Water Operating	Building & Grounds R&M	No	\$ 4,500
615.3900.5410.0.0	Wastewater Operating	Building & Grounds R&M	No	\$ 4,500
616.3930.5410.0.0	Wastewater Industrial Treatment	Building & Grounds R&M	No	\$ 4,800
615.3960.5219.0.0	Wastewater Operating	Other Prof./Contract Svcs.	No	\$12,240
625.3700.5410.0.0	Solid Waste Operating	Building & Grounds R&M	No	\$ 7,800
Total				\$56,580

10. PROPOSED MOTION: Move City Council approve Amendment No. 3, extending Agreement No. MU0-910-2850 with The Shannon S. Martin Company, for Janitorial Services for Municipal Utilities Department facilities, for one-year, in an amount not to exceed \$56,580.

ATTACHMENTS: Amendment No. 3

APPROVALS

11. Requesting Department

Lexie D. Rosenfield

Lexie D. Rosenfield, Sr. Management Assistant

12. Department Head

Dave Siegel

Dave Siegel, Municipal Utilities Director

13. Procurement Officer

Raquel McMahon

Raquel McMahon, CPPB

14. City Manager

Rich Dlugas

Rich Dlugas

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

This Amendment No. 3 to that certain Agreement between the City of Chandler (CITY) and SHANNON S. MARTIN COMPANY (Contractor) for JANITORIAL SERVICES dated May 28, 2010 and is entered into this ____ day of _____, 2014.

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. Section 5.1, Term of the AGREEMENT is hereby amended to extend the AGREEMENT for a one year period, June 1, 2014 through May 31, 2015.
2. 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 _____, 2014.

CITY OF CHANDLER:

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney *Caf*

ATTEST:

City Clerk

CONTRACTOR:

By: _____
Title: *General Manager*

ATTEST: (If corporation)

Secretary

WITNESS: (If individual or Partnership)

[SEAL]