

AGENDA



Thursday, March 25, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 33**

Subject: Authorize award and execution of a 36-month service contract with AMERICAN FACILITY SERVICES, INC., Alpharetta, GA, to provide janitorial services at the Austin Water Utility's Waller Creek facility in an amount not to exceed \$495,000, with three 12-month extension options in an amount not to exceed \$165,000, per extension option, for a total contract amount not to exceed \$990,000.

Amount and Source of Funding: Funding in the amount of \$82,500 is available in the Fiscal Year 2009–2010 Operating Budget of the Austin Water Utility. Funding for the remaining 30 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Steve Aden, Purchasing Manager, 974-2021

Purchasing Language: Lowest bid of twenty bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Boards and Commission Action: Recommended by the Water & Wastewater Commission.

This contract will provide for year round janitorial services Monday through Friday at the Austin Water Utility's Waller Creek building. The Contractor is required to provide all labor and equipment, as well as most of the supplies necessary to perform daily cleaning of all areas inside the building and around the immediate areas of the exterior of the building.

The daily duties include services such as cleaning and disinfecting restrooms, kitchen, and break room, cleaning of all floors and furniture, empty and collection of all waste containers, set-up of large conference rooms, and cleaning of all glass partitions, walls, or doors inside and out. The contract includes other maintenance services that will be required on a weekly, monthly, quarterly, semi-annual, and annual basis. All exterior windows will be cleaned once per year.

The City will make products available for the Contractor to replace or refill hygiene products for the restrooms. The Contractor will be required to use cleaning supplies that are Green Seal or EcoLogo certified products. Green Seal works with manufacturers, industry sectors, purchasing groups, and governments at all levels to "green" the production and purchasing chain. It utilizes a life-cycle approach, that evaluates a product or service beginning with material extraction, continuing with manufacturing and use, and ending with recycling and disposal. Products only become Green Seal certified after rigorous testing and evaluation, including on-site plant visits. EcoLogo is a founding member of the Global EcoLabelling Network (GEN), an association of third-party environmental performance labeling organizations dedicated to improving and promoting the eco-labelling of products and services that utilizes a multi-attribute criteria certification program developed based on the lifecycle of a product or service.

MBE/WBE solicited: 31/21 MBE/WBE bid: 2/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Two hundred eighty-two notices were sent, including 31 MBEs and 21 WBEs. Twenty bids were received, including two MBEs and no response from the WBEs.
- c. The scope of services required by this contract are significantly different than the previous contract; therefore, there is no comparable price history available.

APPROVAL JUSTIFICATION

- a. Lowest bid received. American Facility Services, Inc. is not the current provider of janitorial services at Waller Creek.
- b. The Purchasing Office concurs with the Austin Water Utility's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.