



**Water & Wastewater Commission
Review and Recommendation**

Commission Meeting Date:	November 17, 2020	COA Strategic Direction:	Safety, Health and Environment
Council Meeting Date:	December 3, 2020		
Department:	Purchasing		
Client:	Jermain DeFreeze, Anna Bryan-Borja, Danielle Lord		
Agenda Item			
<p>Recommend approval to award four multi-term contracts to provide cleaning and disinfection services in response to COVID-19, with S E Packages Inc. D/B/A Tres Mujeres Construction (WBE); Alee LLC D/B/A Alee Commercial Cleaning Solutions; GermSweep LLC; and Majestic Services Inc. (WBE); each for up to five years for total contract amounts not to exceed \$18,130,000, divided among the contractors. Austin Water's requested authorization is \$90,000.</p>			
Amount and Source of Funding			
<p>Funding in the amount of \$20,000 is available in the Fiscal Year 2020-2021 Operating Budget of Austin Water. Funding for the remaining contract term is contingent upon available funding in future budgets.</p>			
Purchasing Language:	<p>The Purchasing Office issued an Invitation for Bids (IFB) 7500 CRR1011 for these services. The solicitation issued on August 17, 2020 and it closed on September 9, 2020. Of the 21 offers received, the recommended contractors submitted the lowest responsive offers. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: Solicitation Documents.</p>		
Prior Council Action:	N/A		
Boards and Commission Action:	<p>November 9, 2020 – To be reviewed by the Electric Utility Commission. November 17, 2020 – To be reviewed by the Water and Wastewater Commission.</p>		
MBE/WBE:	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established. However, one of the recommended contractors identified subcontracting opportunities.</p>		

These contracts will provide cleaning and disinfection services to support over 330 City owned facilities and City owned vehicles on a routine and as-needed basis to protect the health and safety of the public and City employees.

These contracts incorporate recommendations provided by the Center for Disease Control, the World Health Organization, the Environmental Protection Agency, and the Occupational Safety and Health Administration. While information and data on the COVID-19 virus is being introduced and published on an almost daily basis, these contracts follow recommendations regarding the most effective cleaning, disinfecting, and controls, including the protection of employee health and safety, and follow the most recently published best practices and guidance. Cleaning and disinfection services are needed for 40 City departments so awarding multiple contractors ensures there are no delays to responding to City requests for cleaning services and are essential to the City's COVID-19 response and reintegration efforts.

These are new contracts with no guaranteed amounts of usage. The requested authorization amount is based off departmental estimates for anticipated needs of routine and one-time services. S E Packages Inc. D/B/A Tres Mujeres is a women owned business and Majestic Services Inc. is a women and minority owned business, both certified with the City's Small and Minority Business Resources Department and Alee LLC D/B/A Alee Commercial Cleaning Solutions is a State of Texas HUB certified minority owned small business.

If these contracts are not secured, the City will have to perform spot purchases in order to secure cleaning and disinfecting services per current guidelines potentially resulting in higher prices and longer wait times for service.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	2 yrs.	\$ 7,250,000
Optional Extension 1	1 yr.	\$ 3,600,000
Optional Extension 2	1 yr.	\$ 3,640,000
Optional Extension 3	1 yr.	\$ 3,640,000
TOTAL	5 yrs.	\$18,130,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

PRICE ANALYSIS

- a) Solicitations: 446 notices were sent, including 37 MBE and 6 WBE firms with 3 M/WBE firms responding.
- b) Cost Analysis: The proposed contract is for a new service and is consistent with those represented in the market.