



## Recommendation for Action

**File #:** 19-1751, **Agenda Item #:** 23.

5/23/2019

### **Posting Language**

Authorize award of a multi-term contract with Yosan Inc. D/B/A International Building Services, to provide window cleaning services, for up to five years for a total contract amount not to exceed \$652,500.

(Note: 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).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

All City departments.

### **Fiscal Note**

Funding in the amount of \$54,375 is available in the Fiscal Year 2018-2019 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued an Invitation for Bids (IFB) 8200 LNH1002 for these services. The solicitation issued on October 15, 2018 and it closed on November 13, 2018. Of the four offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation for the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=123830)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=123830](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=123830)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>.

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Sydney Ceder, at 512-974-2225 or [Sydney.Ceder@austintexas.gov](mailto:Sydney.Ceder@austintexas.gov) <<mailto:Sydney.Ceder@austintexas.gov>>.

### **Additional Backup Information:**

The contract is for interior and exterior window cleaning services, on an as-needed basis, for City-owned facilities including City Hall, fire stations, libraries, the Austin Convention Center, Palmer Events Center and various others. The contractor will provide the necessary staging, equipment, supplies and personnel to perform the required services. The services provided, and supplies used, will comply with all applicable City guidelines as they relate to cleaning, sustainability, and safety.

The current contract for these services expires July 12, 2019. The recommended contractor is the current

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provider for these services. The requested authorization amount for this contract was determined using departments annual estimates and historical spend.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$261,000
Optional Extension 1	1 yr.	\$130,500
Optional Extension 2	1 yr.	\$130,500
Optional Extension 3	1 yr.	\$130,500
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$652,500</b>

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