CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Library

AGENDA DATE: January 5, 2010

CONTACT PERSON NAME AND PHONE NUMBER: Carol Brey-Casiano (543-5413)
Terrance Freiburg, Purchasing Manager (541-4313)

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Please authorize the City Manager to approve option to extend Bid Solicitation: 2007-032 Janitorial Services El Paso, Texas Libraries for 12 months. The Library wishes to as follows:

Area 1: Renew the option one of two for Carefree Janitorial for $24,096.40 / year option to extend up to 12 months.

Area 2: Renew the option one of two for Eagle Janitorial for $18,441.00 / year option to extend up to 12 months.

Area 3: Renew the option one of two for Carefree Janitorial for $71,512.67 / year option to extend up to 12 months.

BACKGROUND / DISCUSSION:

This option serves the janitorial needs of 9 of the 12 El Paso library locations for the 12 months, with the exception of Area 2 Cielo Vista Branch is only for 6 months with estimated opening date of September 2010. The other 3 locations are under separate bids / existing approved contracts

PRIOR COUNCIL ACTION:

The bid was awarded on January 3, 2007.

AMOUNT AND SOURCE OF FUNDING:

53010201 01101 502206

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

N/A

**********REQUIRED AUTHORIZATION**********

DEPARTMENT HEAD: _____

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

PROJECT FORM

DATE: December 15, 2009

TO: Municipal Clerk

FROM: Terrence Freiburg
Purchasing Manager, ext. 4313

Leticia Rivera
Procurement Analyst, ext. 4234

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Please place the following item on the CONSENT agenda of January 5, 2010.

Item should read as follows:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to exercise the City's option to extend current Contract 2007-032 (Janitorial Services – El Paso Public Libraries) with Carefree Janitorial Services and with Eagle Janitorial Services for one (1) additional year pursuant to the provisions to an award approved by City Council on January 3, 2007. Contract period January 16, 2010 to January 15, 2011.

Department:	El Paso Public Libraries
Option:	One [of Two]
Estimated Amount:	$114,050.00 (Total for one (1) year extension)
Funds Available in:	53010201-502206-01101
Funds Source:	Maintenance Services Contract - Janitorial
District (s):	All

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MOTION
JANUARY 03, 2007

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2007-032, Janitorial Services – El Paso Public Libraries.

Department:		El Paso Public Library
Award to:	Vendor 1:	Carefree Janitorial Services El Paso, TX
Item(s):		Areas 1 and 3
Discount:		Vendor offers a prompt payment discount of 1% -10 days
Option:		Extend contract 2 years, one year at a time
Annual Amount:		$127,392.00
Award to:	Vendor 2:	The Eagle Janitorial El Paso, TX
Discount:		Vendor offers a prompt payment discount of 3% -20 days
Item(s):		Area 2
Option:		Extend contract 2 years, one year at a time
Annual Amount:		$29,038.44
Total Annual Amount:		$156,430.44
Account No.:		53010201-01101-502206
Funding Source:		Operating Account Janitorial Contracts
Total Award:		$469,291.32
District(s):		All

This is a thirty-six (36) month contract.

The Departments of Financial Services and El Paso Public Library recommend award to the vendors offering the best value bids.
[Financial Services, Terrence Freiburg, (915) 541-4313]

Richarda Duffy Momsen, City Clerk

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