Agenda Item Form

Agenda Date: MAY 4, 2004

Districts Affected: All
Dept. Head/Contact Information: Byron E. Johnson

Type of Agenda Item:

- ☐ Resolution
- ☐ Tax Installment Agreements
- ☒ RFP/ BID/ Best Value Procurement
- ☐ Application for Facility Use
- ☐ Interlocal Agreements
- ☐ Other _____
- ☐ Staffing Table Changes
- ☐ Tax Refunds
- ☐ Budget Transfer
- ☐ Bldg. Permits/Inspection
- ☐ Contract/Lease Agreement
- ☐ Board Appointments
- ☐ Donations
- ☐ Item Placed by Citizen
- ☐ Introduction of Ordinance
- ☐ Grant Application

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days:_____

Why is this item necessary:
Washing of City Facility Windows

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

_____

Statutory or Citizen Concerns:

_____

Departmental Concerns:

_____

DATE: April 27, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313

THRU: Aurora Wells
Interim Bid Clerk ext. 4038

CITY CLERK DEPARTMENT
2004 APR 29 PM 1 37

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MAY 04, 2004.**

Item should read as follows:

Bid No.	2004-143	Professional Exterior Window Washing Services
Award to:		Professional Janitorial Services
		El Paso, TX
Item (s):		All
Amount:		$9,200.00 (estimated yearly)

Department:	Municipal Services Building Maintenance
Funds available:	31010326-01101-502206
Funding source:	General Funds, Janitorial Maintenance Services Contract
Total award:	$18,400.00
District (s):	3, 4, and 7

Municipal Services, Maintenance Department and Purchasing recommend awards as indicated as this vendor has provided the only bid and meets specifications.

This is a two (2) year contract with no option to extend the term of this contract.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

****

AGENDA FOR: **MAY 04, 2004**

****

*

PROJECT FORM

DATE: APRIL 23, 2004

PROJECT: PROFESSIONAL EXTERIOR WINDOW WASHING SERVICES
BID NO.: 2004-143 DEPARTMENT: MUNICIPAL SERVICES BUILDING MAINTENANCE
BUDGET No.: 31010326-01101-502206
FUNDING SOURCE: GENERAL FUNDS, JANITORIAL MAINTENANCE SVCS CONTRACT
DISTRICT(S): 3, 4, 7
****

RECOMMENDATION: VENDOR #1: PROFESSIONAL JANITORIALSERVICES
EL PASO, TX
ITEM (S) ALL
TOTAL AWARD: $9,200.00/EST/YR

Municipal Services, Maintenance Department and Purchasing recommend awards as indicated as this vendor has provided the only bid and meets specifications.

This is a two (2) year contract with no option to extend the term of this contract.

BIDS SOLICITED	08
BIDS LOCALS	04
BIDS RECEIVED	01
BIDS SVCS	06
"NO BIDS" RECEIVED	00

CURRENT TAXES PAID _____
OUT-OF-TOWN_____

TOTAL RECOMMENDED AWARDS: $18,400.00
****

COUNCIL: APPROVED_ REJECTED_ CITY CLERK_
****

APPROVED: COUNCIL MEETING OF **MAY 4, 2004**

BYRON E. JOHNSON, C.P.M.
DIRECTOR OF PURCHASING

Consent Agenda for May 4, 2004

BID NO.:	2004-143 Professional Exterior Window Washing Services, Municipal Services
Award to:	Professional Janitorial Services El Paso, TX
Item 1 & 2	$9,200.00/Yr.

This is a two (2) year contract with no option to extend the term of this contract.

Department:	Municipal Services, Building Maintenance
Funds available:	31010326-01101-502206
Funding source:	General Funds, Janitorial Maintenance Service Contract
Total Award:	$18,400.00 Estimated
District(s):	All

Municipal Services
Building Maintenance Division
1059 Lafayette, Bldg. #3
Phone: 621-6848 Fax: 621-6849

April 14, 2004,

TO: Ray Heredia
Procurement Analyst

THRU: Joe Soto
Central Maintenance Services Supervisor

FROM: Gabino Cortez Jr.
Custodial Services Coordinator

SUBJECT: Bid Tabulation for Exterior Window Washing City Wide.

After reviewing the bid tabulations, the Building Maintenance Division of Municipal Services is recommending Bid #2004-143 to Professional Janitorial Services/All-Brite window cleaning for the total amount of $9,200.00. If there are any questions, feel free to call us at 621-6848.

CITY OF EL PASO BID TABULATION

BID ITEM: PROFESSIONAL EXTERIOR WINDOW WASHING SERVICES (REBID)
BID DATE: MARCH 31, 2004

BID # 2004-143
DEPARTMENT: MUNICIPAL SERVICES

	PROFESSIONAL JANITORIAL SERVICES EL PASO, TX			
DESCRIPTION	YEAR	YEAR	YEAR	YEAR
TOTAL OF ALL BUILDING [ITEMS 1 - 13] (SEE ATTACHMENT A)	$9,200.00	$0.00	$0.00	$0.00
PAYMENT TERMS:	√ % - 30 DAYS			

BIDS SOLICITED: 8 BIDS RECEIVED: 1 BIDS LOCAL: 4 NO BID: 0

APPROVED BY: [signature]

DATE: 4-10-04

A WINDOW CLEANING CO.
ATTN: MR. BILL MORGAN
P O BOX 35292
DALLAS, TX 75235-5292

H & I WINDOW CLEANING
ATTN: MR. HECTOR PUCHI
8136 CALLISON RD.
EL PASO, TX 79907

JOBS BUILDING SERVICES, INC.
ATTN: MR. JOHN ESLEY
5504 BANDERA
SAN ANTONIO, TX 78238

TEXAS WINDOW CLEANING
ATTN: MR. STAN EHRENKRANZ
P O BOX 8186
HOUSTON, TX 77188

HIGH RISE, INC.
ATTN: MR. STEVEN SURFACE, PRES.
1309 SUNBURST DR.
EL PASO, TX 79925

MONICA BAKER
PJS
2110 WYOMING
EL PASO, TX 79903

ATTN: DENNIS M. RODRIGUEZ
TEAM NAWA
8029 ALAMEDA #B
EL PASO, TX 79915

CONSOLIDATED CUSTODIAL SVS
ATTN: MARTHA
133 WYATT DRIVE, STE. 9
LAS CRUCES, NM 88005

BID INFORMATION SERVICE
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER
PO BOX 5600
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE
2829 MONTANA AVE, B-100
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER
CLASSIFIED/LEGAL SECTION
PO BOX 20
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER
4791 N. MESA
EL PASO, TX 79902

SAM'S CLUB
7970 NORTH MESA
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION
PO BOX 3612
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY
2626 NORTHEAST #103
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901