

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

**DEPARTMENT:** General Services

**AGENDA DATE:** October 25, 2011

**CONTACT PERSON/PHONE:** Stuart C. Ed – Director, General Services - Fleet Division (915) 621-6822  
Bruce D. Collins – Purchasing Manager (915) 541-4313

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Extend the following contract: 2009-140 – Janitorial Services/Municipal Service Center/Corrals  
With: Carefree Janitorial Services and Total Cleaning Services of El Paso, TX  
Estimated Annual Expenditures: Carefree Janitorial \$74,194.56 and Total Cleaning \$8,182.44  
Total Estimated Expenditures: \$164,754.00 for Two (2) additional years

**BACKGROUND / DISCUSSION:**

The General Services - Facilities Division is recommending the extension of the above contract. Carefree Janitorial Services and Total Cleaning have provided consistent, reliable service over the past several years. The city currently utilizes these two janitorial services for the cleaning of the Municipal Service East and the Northeast and Delta Corrals. The extension will allow for continual janitorial service maintenance as well as keeping facilities clean and sanitary enhancing the overall appearance. Local business is being supported.

**SELECTION SUMMARY:**

Solicitation was advertised on 7/07/2009 and 7/14/2009. A total of sixty-two bidders including fifty-six local vendors were solicited. A total of fourteen bids were received including ten being local vendors.

**PRIOR COUNCIL ACTION:**

Yes. Council approved contract 2009-140 on 10/20/2009.

**AMOUNT AND SOURCE OF FUNDING:**

Department: General Services - Facilities Division  
Amount: \$164,754.00  
Funds Available: 31010327-502206-01101-31010  
Funds Source: General Services Dept, General Fund

**BOARD / COMMISSION ACTION:**

N/A.

\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

**MOTION**  
**OCTOBER 20, 2009**

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2009-140 (Janitorial Services – Municipal Service Centers and Corrals) to Carefree Janitorial Services and Total Cleaning Services for a total estimated award of \$164,754.

Department: General Services – Building Maintenance  
Award to: Vendor 1: Carefree Janitorial Services  
El Paso, TX  
Item(s): 1  
Option: 1 or 2 years  
Annual Estimated Amount: \$ 74,194.56

Award to: Vendor 2: Total Cleaning Services  
El Paso, TX  
Item(s): 2 and 3  
Option: 2 years  
Annual Estimated Amount: \$8,182.44

Account No.: 31010327 – 502206 - 01101  
Funding Source: General Funds  
Total Estimated Award: \$164,754 (2 year total)

This is a twenty-four month requirements type contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and General Services recommend award to Carefree Janitorial Services and Total Cleaning Services, the vendors offering the best value bid.

Richarda Duffy Momsen, City Clerk