

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

DEPARTMENT: Parks and Recreation

AGENDA DATE: December 15, 2009

CONTACT PERSON NAME AND PHONE NUMBER: Terrence Freiburg 541-4313, Leonor Wilson 541-4335

DISTRICT(S) AFFECTED: 4

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Award solicitation 2010-004 (Items 1 & 2) Janitorial Services – Veteran's (Northeast) Recreation Center to Carefree Janitorial. Total annual estimated amount \$27,345.74
(36 months = \$82,037.22)

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Parks and Recreation and Purchasing recommend award to Carefree Janitorial based upon best value criteria. Carefree Janitorial provides janitorial services at five other park facilities. Vendor offers a 2% prompt payment discount for payments made within 10 days of receipt. Vendor offers the City the option to extend the term of contract at the same unit price for an additional two (2) year period.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes, Council awarded Contract 2006-134 at Veteran's Recreation Center on May 30, 2006

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Janitorial Services appropriated in Parks General Fund 01101/51010363/502206

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD:

 12/15/09

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

Information copy to appropriate Deputy City Manager

PROJECT FORM

DATE: November 30, 2009

PROJECT: Janitorial Services – Veteran’s (Northeast) Recreation Center
SOLICITATION NO: 2010-004
DEPARTMENT: Parks and Recreation Department
BUDGET NO: 51010363-01101-502206
FUNDING SOURCE: Park’s General Fund – Maintenance Services Contracts
REPRESENTATIVE DISTRICT(S): 4

RECOMMENDATION: Vendor: Carefree Janitorial Services
El Paso, Texas
Items: 1 and 2

Table with 2 columns: Item Description, Annual Estimated Amount. Row 1: 1. Janitorial Services – Annual Estimated: \$26,805.74. Row 2: 2. After Rental Cleaning (12 @ \$45.00) – Annual Estimated: \$540.00. Row 3: Total Annual Estimated Amount: \$27,345.74

The City of El Paso El Paso Parks and Recreation Department and the Financial Services Department-Purchasing Division recommend award to Carefree Janitorial Services; the company offering the best value bid.

This is a thirty-six (36) month requirements type contract. Vendor offers the City the option to extend the term of the contract at the same unit price for an additional two (2) year period if the option is exercised prior to the expiration of the original term of the contract. Vendor offers a 2% prompt payment discount for payments made within 10 days of receipt of properly prepared invoice.

Entrust One Facility Services Inc., Dallas, TX submitted a bid that contained errors in the bid price entered for Item No. 2, “After Rental Cleanings” on the Bid Form (Section A, page 4-revised).

Maheir Janitorial Service, El Paso, TX submitted a bid where the bid form (Item Nos. 1-2, Section A, page 4-revised) was left blank.

Entrust One Facility Services Inc., and Maheir Janitorial Service are non-responsive bidders to solicitation number 2010-004, Janitorial Services-Veteran’s (Northeast) Recreation Center.

BIDS SOLICITED- 65 (58 local)
BIDS RECEIVED- 10
“NO BID” RECEIVED 0

TOTAL ESTIMATED AWARD : \$82,037.22 (36 months)

COUNCIL APPROVED [] REJECTED [] MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: December 15, 2009

Terrence Freiburg
Purchasing Manager

cc: BID FILE

CITY OF EL PASO BID TABULATION

BID TITLE: JANITORIAL SERVICES FOR VETERANS (NORTHEAST) RECREATION CENTER BID # 2010-004
 BID DATE: SEPTEMBER 23, 2009 DEPARTMENT: PARKS AND RECREATION

		ART'S JANITORIAL SERVICE EL PASO, TX			BEST SUN CITY JANITORIAL SERVICES EL PASO, TX			CAREFREE JANITORIAL SERVICES EL PASO, TX		
ITEM NO.	LOCATION	*HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	MONTHLY X 12 MO	PER YEAR (ANNUAL ESTIMATED)	HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	PER MONTH (X 12 MONTHS)	PER YEAR (ANNUAL ESTIMATED)	HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	PER MONTH (X 12 MONTHS)	PER YEAR (ANNUAL ESTIMATED)
1.	VETERANS (NORTHEAST) RECREATION CENTER <small>(5301 SALEM DRIVE, EL PASO, TX 79924)</small>	\$15.00	\$3,654.00	\$43,848.00	\$9.25	\$2,253.30	\$27,039.60	\$9.17	\$2,233.81 <small>(BIDDER'S PER MONTH: \$2,233.82)</small>	\$26,805.74 <small>(ANNUAL ESTIMATED) (BIDDER'S PER YEAR: \$26,805.84)</small>
2.	AFTER RENTAL CLEANING 12X/YR	\$100.00 <small>/PER CLEANING</small>		\$1,200.00 <small>TOTAL/PER YEAR</small>	\$40.00 <small>/PER CLEANING</small>		\$480.00 <small>TOTAL/PER YEAR</small>	\$45.00 <small>/PER CLEANING</small>		\$540.00 <small>TOTAL/PER YEAR</small>
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>NO OPTION OFFERED.</p>										
PAYMENT TERMS:		NET - 30 DAYS			NET - 30 DAYS			2% - 10 DAYS		
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			NONE STATED YES <input type="checkbox"/> NO <input type="checkbox"/>			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		

(*HOURLY RATE - VENDOR'S RATE PER HOUR, INCLUDING WAGES, PROFIT, INSURANCE, ETC.)

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: *MWP*

DATE: 11-3-09

CITY OF EL PASO BID TABULATION

BID TITLE: JANITORIAL SERVICES FOR VETERANS (NORTHEAST) RECREATION CENTER BID # 2010-004
 BID DATE: SEPTEMBER 23, 2009 DEPARTMENT: PARKS AND RECREATION

		ENTRUST ONE FACILITY SERVICES, INC. DALLAS, TX			MAHEIR JANITORIAL SERVICE EL PASO, TX			MCALPINE JANITORIAL EL PASO, TX		
ITEM NO.	LOCATION	*HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	MONTHLY X 12 MO	PER YEAR	HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	PER MONTH (X 12 MONTHS)	PER YEAR	HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	PER MONTH (X 12 MONTHS)	PER YEAR
1.	VETERANS (NORTHEAST) RECREATION CENTER <small>(5301 SALEM DRIVE, EL PASO, TX 79924)</small>	\$12.96	\$3,157.06 <small>(BIDDER'S PER MONTH: \$3,157.00)</small>	\$37,884.67 <small>(ANNUAL ESTIMATED) (BIDDER'S PER YEAR: \$37,884.00)</small>	NONE STATED	NONE STATED	NONE STATED <small>(ANNUAL ESTIMATED)</small>	\$30.00	\$7,308.00	\$87,696.00 <small>(ANNUAL ESTIMATED)</small>
2.	AFTER RENTAL CLEANING 12X/YR	\$12.96 <small>(PER HOUR)</small>		NONE STATED	NONE STATED <small>/PER CLEANING</small>		NONE STATED <small>TOTAL/PER YEAR</small>	\$260.00 <small>/PER CLEANING</small>		\$3,120.00 <small>TOTAL/PER YEAR</small>
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>NO OPTION OFFERED.</p>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>						
PAYMENT TERMS:		NET - 30 DAYS			1% - 10 DAYS			NET - 30 DAYS		
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			NONE STATED YES <input type="checkbox"/> NO <input type="checkbox"/>		

(*HOURLY RATE - VENDOR'S RATE PER HOUR, INCLUDING WAGES, PROFIT, INSURANCE, ETC.)

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: *mmf*
 DATE: 11-03-09

CITY OF EL PASO BID TABULATION

BID TITLE: JANITORIAL SERVICES FOR VETERANS (NORTHEAST) RECREATION CENTER BID # 2010-004
 BID DATE: SEPTEMBER 23, 2009 DEPARTMENT: PARKS AND RECREATION

		WORLD TECHNICAL SERVICES, INC. SAN ANTONIO, TX									
ITEM NO.	LOCATION	*HOURLY RATE X 56 HRS/WK X 4.35 WKS/MO	MONTHLY X 12 MO	PER YEAR							
1.	VETERANS (NORTHEAST) RECREATION CENTER <small>(5301 SALEM DRIVE, EL PASO, TX 79924)</small>	\$24.60	\$5,992.56	\$71,910.72 <small>(ANNUAL ESTIMATED)</small>							
2.	AFTER RENTAL CLEANING 12X/YR	\$305.70 <small>/PER CLEANING</small>		\$3,668.40 <small>TOTAL/PER YEAR</small>							
THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR: ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.		<input type="checkbox"/>									
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.		<input checked="" type="checkbox"/>									
NO OPTION OFFERED.		<input type="checkbox"/>									
PAYMENT TERMS:		.05% - 20 DAYS									
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>									
BIDS SOLICITED: 65		BIDS RECEIVED: 10			BIDS LOCAL: 58			NO BIDS: 0			

(*HOURLY RATE - VENDOR'S RATE PER HOUR, INCLUDING WAGES, PROFIT, INSURANCE, ETC.)

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: MWP

DATE: 11-3-09

~~OJS SYSTEM~~
P.O. BOX 671744 *WTF*
MARIETTA, CA 30006

C & L JANITORIAL SERVICES
ATTN: CESAR PEREZ
1207 N. GRAMA STREET
EL PASO, TX 79903

MILITARY CLEANING TEAM
ATTN: ROSALINDA /JESUS RODRIQUEZ
2804 BYRON
EL PASO, TX 79930

THE EAGLE JANITORIAL SERVICES
ATTN: FRANK CORRAL
2919 AURORA AVENUE
EL PASO, TX 79930

S.A.N.A. PROFESSIONAL
CLEANING SERVICE
4922 HONDO PASS SUITE B
EL PASO, TX 79924

STAR-CLEAN
ATTN: ARTURO RUBIO
8120 ROGERS
EL PASO, TX 79907

MAHEIR JANITORIAL SERVICES
ATTN: HECTOR RODRIGUEZ
12156 YVONNE RICHARDSON AVENUE
EL PASO, TX 79936

J B JANITORIAL SERVICES
ATTN: JORGE TELLEZ JR.
3120 GATEWAY EAST
EL PASO, TX 79905

CLEAN WINDOWS 'N' MORE
ATTN: ALFONSO SANDOVAL
7225 IMPERIAL RIDGE
EL PASO, TX 79912

ADEFTO BUILDING & GROUND SVS.
ATTN: E J OVERTON
7740 MUSTANG AVENUE
EL PASO, TX 79915

CAREFREE JANITORIAL
ATTN: CARMEN RUBIO
12264 CHISHOLM PASS DRIVE
EL PASO, TX 79936

ATTN: CYNTHIA CHAVEZ
QUEST
6601 MONTANA SUITE E
EL PASO, TX 79925

MARTINEZ JANITORIAL SERVICES
3121 TIERRA RIO ROAD
EL PASO, TX 79938-4483

AJ MAINTENANCE SERVICE
8057 BOWEN ROAD
EL PASO, TX 79915-4701

LUCY'S CLEANING SERVICES
304 GRAPHITE
EL PASO, TX 79932

ATTN: HAROLD JENKINS
CTJ MAINTENANCE
3601 CONFLANS
IRVING, TX 75061

ART'S JANITORIAL
774 ELIGIO DR.
EL PASO, TEXAS 79927

EXCELLENT JANITORIAL SERVICES
ATTN: DWAIN WILLIAMS
5004 GRECO CT
EL PASO, TX 79924-2221

P & S JANITORIAL SERVICES
ATTN: VIRGINIA SANCHEZ
12158 VALLEY QUAIL
EL PASO, TX 79936

TOTAL CLEANING SERVICES
ATTN: RAUL TORRES
12705 TUSCAN HILLS
EL PASO, TX 79938

SUPERIOR CLEANING SERVICES
ATTN: DANNY ORDONEZ
4741 JOEL STREET #64
EL PASO, TX 79924

GLOBAL CLEAN
ATTN: JORGE GONZALEZ
3737 N MESA SUITE D1 PMB 105
EL PASO, TX 79902

PROFESSIONAL JANITORIAL SVCS
ATTN: MARISELA VELEZ
2110 WYOMING AVENUE
EL PASO, TX 79903

EXECUTIVE MAINTENANCE
ATTN: LUIS HERNANDEZ
4305 LOMA DE ORO
EL PASO, TX 79934

CMC & MAINTENANCE, INC.
ATTN: LARRY MEYER
4 UNION STREET SUITE 1
BANGOR, ME 04401

Y & C JANITORIAL SERVICES
3021 E. MISSOURI
EL PASO, TX 79903

CCBS BUILDING SERVICE
ATTN: CLEOLA SWEED
6940 VILLA HERMOSA DRIVE
EL PASO, TEXAS 79912

PM JANITORIAL SERVICES
10413 VALLE FERTIL
SOCORRO, TX 79927

ATTN: REZ LINEN
PROFESSIONAL BUILDING
MAINTENANCE SERVICES
4312 LOMA ALEGRE
EL PASO, TX 79934

TRDI INCORPORATED
ATTN: CLARA IVETEE GARAY
11450 ROJAS DR. STE D12
EL PASO, TX 79936-6995

MODERN ENTERPRISES
ATTN: LETICIA HERNANDEZ
10209 SUGARBERRY DR.
EL PASO, TX 79925

UNIQUE JANITORIAL SERVICES INC
6617 TARASCAS DRIVE
EL PASO, TX 79912

A-ONE JANITORIAL
6303 AIRPORT RD.
EL PASO, TX 79925-2029

TEXAS-UBS, INC.
15700 EXPORT PLAZA DR. #G
HOUSTON, TX 77032

WESTERN JANITORIAL SERVICE INC.
2124 MONTANA
EL PASO, TX 79903

ATTN: JUAN MANUEL SOTELO
SOTELO JANITORIAL SERVICES
5665 BETHVIEW
EL PASO, TX 79932

CLEANRITE JANITORIAL
ATTN: RICHARD D. NAJERA
9155 DYER B-80 #289
EL PASO, TEXAS 79924

~~GOODWILL INDUSTRIES
ATTN: RUBEN ANAYA
7015 ALAMEDA AVE.
EL PASO, TX 79915~~ *WTF*

LOPEZ JANITORIAL
3324 RIVERA
EL PASO, TX 79905

SPARKLE PROFESSIONAL
JANITORIAL SERVICE
3901 FLAMINGO
EL PASO, TX 79902

MARY'S QUALITY JANITORIAL
3200 MONATANA
EL PASO, TX 79903

~~GARY RECODER/JOEY ROCHA JR.
CLEAN SWEEP JANITORIAL
8700 CASTNER
EL PASO, TX 79907~~ *WTF*

AALCON JANITORIAL SERVICES
2613 WHEELING AVE.
EL PASO, TX 79930

ABM JANITORIAL SERVICES
5959 GATEWAY BLVD. W
EL PASO, TX 79925

ACME WESTERN JANITORIAL
SERVICES INC.
2124 MONTANA AVE.
EL PASO, TX 79903

ASEO INC.
7235 N. LOOP DR.
EL PASO, TX 79915

BEST JANITORIAL SERVICES
14521 MONTANAN AVE, SPC 10
EL PASO, TX 79938

MAGIC BRITE JANITORIAL
21-A N. MOJAVE RD.
LAS VEGAS, NV 89101

D & D PROFESSIONAL SERVICES
9908 BERMUDA AVE.
EL PASO, TX 79925

DOUBLE A. ENTERPRISES 2920 LAKE
MICHIGAN
EL PASO, TX 79936

DJ'S JANITORIAL SERVICES
P.O. BOX 370305
EL PASO, TX 79937-0305

G AND L JANITORIAL SERVICE
2036 THUNDER RIDGE DR.
EL PASO, TX 79903

JO CARES JANITORIAL & MAID SERVICES
1833 PUEBLO NUEVO CIR.
EL PASO, TX 79936

KUNTUM SERVICE COMPANY
2110 WYOMING
EL PASO, TX 79903

L & J CLEANING SERVICE 2904 SAN DIEGO
P.O. BOX 3461
EL PASO, TX 79930

MIGHTY CLEAN
11572 BOB MITCHELL DR.
EL PASO, TX 79936

MONARCH BUILDING SERVICES
1001 PENDALE RD.
EL PASO, TX 79907

NATIONAL JANITORIAL SERVICE & SUPPLY
1122 TEXAS AVE.
EL PASO, TX 79901

PSH PROFESSIONAL CLEANING SERVICES
11415 ED MERRINS
EL PASO, TX 79936

PJS OF EL PASO, INC.
2110 WYOMING AVE.
EL PASO, TX 79903

S & R JANITORIAL SERVICE
707 URANIO PL.
EL PASO, TX 79928

SUN CITY CLEANING
4421 TITANIC AVE.
EL PASO, TX 79904

S.A.C.S. CUSTODIAL SERVICES
ATTN: VINCE SALAS
219 EDGEWOOD
SUNLAND PARK, NM 88063

JACQUELYN CLEANING
ATTN: PATRICIA ROMERO
5213 FLOWER DRIVE
EL PASO, TX 79905

WE DO WINDOWS
ATTN: MARY P. GOMEZ
1705 CHALLENGER LANE
EL PASO, TX 79936

RELIEF ENTERPRISE, INC.
ATTN: RONDA HOUSTON
6448 HIGHWAY 290 EAST SUITE E100
AUSTIN, TX 78723

8/25/09 Added