



City of San Antonio

Contract Summary Sheet

Date: 10/1/15
Agenda Item: 15-4515

Name/Title (Caption as shown on agenda):

Change Order to Annual Contract for Custodial Services - Various City Facilities 6100004278 JG

Brief Description of Item(s) and Use:

This change order will provide custodial services for 9 City locations; 6 facilities for San Antonio Police Department, 2 facilities for City Center Development - Operations, and the City Council District 1 Field Office. The contractor will clean the facilities on varying days and times in accordance with the completion of the scope of services during the specified hours for each facility. In addition, hourly service rates are included for and will provide supplemental coverage when requested and on an on call basis for immediate needs at all locations. The contractor will ensure the facilities are continuously and uniformly cleaned, orderly and attractive for patrons. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.

On December 4, 2014, City Council approved and issued Ordinance 2014-12-04-0943 authorizing the City to execute a two year contract with two, one year renewal options for custodial services at 28 City facilities for a total estimated amount of \$400,000.00 annually. Change Orders 1 - 3 for the addition of 8 facilities have been issued informally for a total of \$46,000.00 since City Council approval of the current contract.

This change order is necessary to add 9 facilities for an estimated amount of \$44,000.00 annually to the current contract. With this change order, the estimated amount for custodial services for 37 City facilities is \$444,000.00 annually.

Total \$:	\$444,000.00 annually
Contract Period:	October 1, 2015 through June 30, 2017; with one, one year renewal option
Method of Procurement:	Change Order
Price Trend:	No change
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	3rd Generation Services LLC d/b/a Ceiling Pro of San Antonio, 6800 Park Ten Blvd., Suite 136 E, San Antonio, TX 78213 (Local)
Previous Contractor(s):	N/A
Comments:	Change Orders 1 - 3 for the addition of 8 facilities have been issued informally for a total of \$46,000.00 since City Council approval of the current contract.
Anticipated Future Requirements and Action:	N/A

Procurement Alternative:	Should this contract not be approved, San Antonio Police Department, Center City Development and Operations Department, and City Council Offices would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facilities. The departments do not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.
Using Department(s):	CCDO, City Council, and SAPD