



# 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 for San Antonio Branch Libraries 6100002259 JG**

**Brief Description of Item(s) and Use:**

This change order will provide the San Antonio Public Library with a contractor to perform custodial services at the Encino Branch Library. The contractor will provide custodial services for the branch library seven days a week, within an 8 hour day shift and day porter services when requested. Day porter services will provide supplemental coverage when requested and on an on call basis for immediate needs. The contractor will ensure the facility is continuously and uniformly cleaned, orderly and attractive for the Library patrons. The custodial services include 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 June 20, 2013, City Council approved and issued Ordinance 2013-06-20-0429 authorizing the City to execute a three year contract with two, one year renewal options for custodial services at 24 San Antonio Branch Libraries for a total estimated amount of \$1,100,000.00 annually.

This change order is necessary to add Encino Branch Library for an estimated amount of \$36,000.00 annually to the current contract. With this change order, the estimated amount for custodial services for San Antonio Branch Libraries is \$1,136,000.00 annually for 25 branch libraries.

<b>Total \$:</b>	\$1,136,000.00 annually
<b>Contract Period:</b>	October 1, 2015 through June 30, 2016; with two, one year renewal options
<b>Method of Procurement:</b>	Change Order
<b>Price Trend:</b>	N/A
<b>Contract Info:</b>	Formal ____ Annual <u>X</u> Support/Maintenance ____ Lease ____
<b>Recommended Contractor(s):</b>	<b>Selrico Services, Inc., 717 W. Ashby Place, San Antonio, TX 78212 (Local)</b>
<b>Previous Contractor(s):</b>	N/A
<b>Comments:</b>	N/A
<b>Anticipated Future Requirements and Action:</b>	N/A

<b>Procurement Alternative:</b>	Should this contract not be approved, the San Antonio Public Library system would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facility. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.
<b>Using Department(s):</b>	Library