



# City of San Antonio

## Contract Summary Sheet

Date: 5/16/2019  
Agenda Item: 19-3552

**Name/Title (Caption as shown on agenda):**

**Change Order to Annual Contract for Custodial Services – Various Facilities 6100010398 RS**

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

On December 6, 2018 City Council approved Ordinance 2018-12-06-0958 authorizing the City to execute a three year contract with two, one year renewal options for custodial services at various facilities throughout the City for an estimated amount of \$1,100,000.00 annually. These two change orders will provide custodial services at the following locations not previously included in the contract: Deco Store Front for Development Services Department, Brooks City Base Building 912 for Information Technology Services Department, Culebra Complex Building 4 for Transportation and Capital Improvements Department, and City Marina for the Center City Development Operations Department. Additionally, the square footage for custodial services provided at Warehouse Building 6 for the Solid Waste Management Department will be decreased by 1,580 square feet.

The contractor will clean the facilities on varying days and times in accordance with the service level and specified hours for each facility. 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.

The net result of these change orders will increase the contract value by approximately \$19,000.00 annually.

<b>Total \$:</b>	\$19,000.00 increase annually; \$1,119,000.00 annually
<b>Contract Period:</b>	January 1, 2019 through September 30, 2021 with 2, 1 year renewal options
<b>Method of Procurement:</b>	Change Order
<b>Price Trend:</b>	N/A
<b>Contract Info:</b>	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
<b>Recommended Contractor(s):</b>	Selrico Services, Inc., 717 W. Ashby Place, San Antonio, TX 78212 (Local)
<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 departments would be required to process individual procurements to provide custodial services on an as needed basis, 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.
<b>Using Department (s):</b>	Development Services Department, Information Technology Services Department, Center City Development and Operations Department, Transportation and Capital Improvements Department and Solid Waste Management Department