



**CITY COUNCIL COMMUNICATION**

November 8, 2016

**SUBJECT:** Janitorial Services Contract  
**SUBMITTED BY:** Kyle McAdams, Fleet and Facility Administrator  
**REFERENCE NO:** Bid No. 013-16

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**ACTION REQUESTED:**

Consider award of Bid No. 013-16 for a janitorial services contract to Global Building Maintenance, Inc., Dallas, Texas.

**ALTERNATIVES:**

- Table the request
- Deny the request

**SUMMARY OF SUBJECT:**

In early September the City solicited bids for janitorial services for various City facilities. Completed bid packages were received from sixteen (16) companies and were opened on September 28, 2016. All bids were reviewed and evaluated using criteria contained within the bid proposal. Staff recommends that the City award the janitorial services contract to Global Building Maintenance, Inc. representing the low bidder.

The bid requested a contract for a period of one (1) year with an option to renew for three (3) additional one-year terms by mutual written agreement.

**FINANCIAL CONSIDERATIONS:**

Revenue Sources: Annual Budget  
Expenditure Accounts: 101-5037-519.42-31  
Budgeted Fiscal Year(s): FY2017  
Budgeted Expenditure: \$135,000  
Estimated Expenditure: \$109,996  
Over/**Under** Projection By: \$ 25,004

Other Comments:

**SUPPORTING DOCUMENTS:**

- Bid Tabulation

**APPROVED BY:**

\_\_\_\_\_ **LG** \_\_\_\_\_

City Manager's Office

\_\_\_\_\_ **KS** \_\_\_\_\_

City Secretary's Office