



DATE: September 10, 2014 Informational Item A

TO: Board of Directors

FROM: Tanya Hawk
Buyer

SUBJECT: Report of Contracts Awarded

I. EXECUTIVE SUMMARY

In compliance with the Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process which have a value of more than \$50,000, but less than \$100,000. Since the prior report, one applicable contract has been awarded as follows:

1. Contract: Janitorial Services

- a. Contractor: El Campanario Janitorial (ECJ)
- b. Total Contract Amount: \$60,357.96, including option years.
- c. Award Rationale: The RFP was issued in April 2014 and we received three (3) proposals in response to our RFP. Proposals were submitted by: USMetro Group, Executive Suites Services, and El Campanario Janitorial. The initial term of the contract is for a one year period with two (2) one-year options.

Typically, contracts for this type of service are awarded for one year with four (4) options periods, however, due to the construction of our new facility, scheduled for completion in November 2017 which would have occurred during the fourth year of the typical contract, staff decided that, after the third year, these services would be provided on a month to month basis. Once the new facility is completed, a new RFP will be issued based on the new facility requirements.

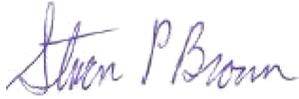
- d. Comments: The price was determined to be fair and reasonable based on adequate competition. A responsibility determination was also conducted on ECJ. The System for Award Management (SAM), formerly known as Excluded

Parties List System (EPLS), was checked for this contractor and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB). The references were contacted and provided no negative comments. As a result, ECJ was determined to be a responsive, responsible contractor capable of meeting the requirements.

II. SUMMARY & RECOMMENDED ACTION

It is recommended that the Board of Directors receive and file this report.

General Manager's Concurrence



Steven P. Brown

