

Mayor and Council Communication

DATE: 01/28/25

M&C FILE NUMBER: M&C 25-0064

LOG NAME: 13P ILA CITY OF IRVING - CUSTODIAL SERVICES PED GN

SUBJECT

(ALL) Authorize Execution of Agreement with Unica Enterprises, LLC in an Annual Amount Up to \$1,200,000.00 and Authorize One One-Year Renewal Option for Skilled Custodial Services for the Public Events Department Using an Interlocal Agreement

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement with Unica Enterprises, LLC in an annual amount up to \$1,200,000.00 and authorize one one-year renewal option for skilled custodial services for the Public Events Department using Interlocal Agreement- City of Irving Contract # 077J-23F.

DISCUSSION:

The purpose of this Mayor & Council Communication (M&C) is to procure custodial services using an Interlocal Agreement. Public Events Department (PED) reached out to Purchasing to execute an Interlocal Agreement with Unica Enterprises, LLC. This Agreement will be used for skilled custodial services including the use of specialized equipment and techniques with high-level of supervision at the Will Rogers Memorial Center (WRMC) and Fort Worth Convention Center. Currently, the temporary general laborers performing janitorial services are not experienced in janitorial tasks. Unica will provide supervisory capabilities of their employees and skilled labor in janitorial duties. In particular, Unica will focus on restroom facilities, floor maintenance, and detail cleaning which are areas of focus for clients, guests, and attendees of events at WRMC.

State law provides that a local government purchasing an item under an Interlocal Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item or service. City of Irving (Irving) contracts have been competitively bid to increase and simplify the purchasing power of government entities. City of Irving issued Invitation to Bid (ITB) No. 077J-23F and awarded Unica Enterprises, LLC based on Best Value evaluation criteria on June 13, 2023.

FUNDING: The maximum annual amount allowed under this agreement will be \$1,200,000.00; however, the actual amount used will be based on the need of the PED and available budget. Funding is budgeted in the General Operating & Maintenance category in the Culture & Tourism Fund for the PED.

TERM: The initial term of the agreement will begin upon execution and end on June 30, 2025.

RENEWAL TERMS: The agreement may be renewed for one (1) additional one-year term. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

ADMINISTRATIVE CHANGE ORDERS - An administrative change order or increase may be made by the City Manager or his designee up to the amount allowed by relevant Law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

BUSINESS EQUITY - A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Culture & Tourism Fund to support the approval of the above recommendation and award of the agreement. Prior to any expenditure being incurred, the Public Events Department has the responsibility to validate the availability of funds.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	William Johnson	5806
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Mike Crum	2501
<u>Additional Information Contact:</u>	Brandy Hazel	8087
	Grace Nguyen	8516

