

Mayor and Council Communication

DATE: 12/14/21

M&C FILE NUMBER: M&C 21-0952

LOG NAME: 13P 21-0152 JANITORIAL SERVICES FOR NEW CITY HALL JC

SUBJECT

(ALL) Authorize an Agreement with UBM Enterprises, Inc. for Janitorial Services and Products in a Combined Annual Amount Up to \$1,144,728.44 and Authorize Four Annual Renewals Options for the Same Amount for the City of Fort Worth

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with UBM Enterprises, Inc. for janitorial services and products in a combined annual amount up to \$1,144,728.44 and authorize four annual renewals options for the same amount for the City of Fort Worth.

DISCUSSION:

Property Management approached Purchasing to issue a bid for janitorial services and products for the new City Hall Pier One building. The Purchasing Division issued an Invitation to Bid (ITB) 21-0152. The bid detailed specifications regarding duties, performance expectations, required experience, scheduling, and supervision requirements for all areas of the building.

The ITB was issued on August 3, 2021, with submission due by September 2, 2021. The ITB was advertised in the *Fort Worth Star-Telegram* every Wednesday from August 4, 2021 through September 1, 2021. Fifty-six vendors were solicited from the purchasing vendor database system; Sixteen responses were received. Each bid response received points based on a pre-established, best-value matrix of weighted factors and was scored according to price, equipment list, training/orientation/new practices, references, and business equity commitment. Upon review of the information, UBM Enterprise, Inc. received the highest overall score and was determined to present the best value to the City.

An administrative change order or increase may be made by the City Manager 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.

Upon City Council approval, the agreement will begin upon execution and will end one year from that date. The contract contains provisions that no guarantee is made that a specific amount of services will be purchased and the city departments will acquire the services on an "as needed" basis. The contract may be renewed for up to four successive one-year terms at the City's option. This action does not require specific City Council approval, provided that the City has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

UBM Enterprises, Inc. is in compliance with the City's Business Equity Ordinance by committing to 100.00% Business Equity participation on this project. The City's Business Equity goal on this project is 13%.

This agreement may be renewed for up to four-year terms at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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Expedited