

Mayor and Council Communication

DATE: 10/25/22

M&C FILE NUMBER: M&C 22-0860

LOG NAME: 13P ILA TARRANT JANITORIAL SERVICES TD AVIATION/WATER

SUBJECT

(ALL) Authorize Execution of a Purchase Agreement with CTJ Maintenance, Inc., Using an Interlocal Agreement with Tarrant County in an Annual Amount Up to \$200,000.00 and Authorize One Consecutive One-Year Renewal Option for the Same Annual Amount for Janitorial Services for the Aviation and Water Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with CTJ Maintenance, Inc., using an interlocal agreement with Tarrant County in an annual amount up to \$200,000.00 and authorize one consecutive one-year renewal option for the same annual amount for janitorial services for the Aviation and Water Departments.

DISCUSSION:

In May and June 2022, the Aviation and Water Departments requested that the Purchasing Division enter into an agreement for regular janitorial services. These services would include labor, equipment, and cleaning products for night cleaning, day porters, and optional floor maintenance such as strip/wax and carpet extraction. The Aviation and Water department are requesting these services for the Spinks and Meacham facilities as well as Field Operations.

In September 2020, Tarrant County processed a Bid (BID No. 2020-145) and received eight (8) responses. An evaluation team scored each proposal and awarded the agreement to Oriental Building Services, Inc., CTJ Maintenance, Inc., and UBM Enterprise, Inc. The City currently has an agreement with Oriental Building Services, Inc, but as more City buildings are being transitioned to Oriental Building Services, Inc (including General Fund facilities, libraries, Fleet Service Centers, and the Police Crime Control and Prevention District). Property Management recommends entering into an additional contract with CTJ Maintenance Inc, who is the second vendor for Tarrant County, instead of using Oriental to not overwhelm Oriental with too many buildings in addition to the current labor shortages.

The maximum amount allowed under this agreement will be \$200,000.00, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

<u>Department</u>	<u>Estimated Annual Amount</u>	<u>Account Name</u>
Aviation Department	\$100,000.00	Other Contractual Services
Water Department	\$100,000.00	Other Contractual Services

Funding is budgeted in Other Contractual Services account within the Municipal Airport and Water & Sewer Operating Funds.

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.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the item. Tarrant County conducted competitive bidding for the contract during September 2020 (BID No. 2020-145). The contract has a term through September 30, 2023 with the right to renew the contract for one (1) additional one-year period or portions thereof.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

Upon Council approval, the agreement will begin on October 1, 2022 and end on September 30, 2023, in line with the cooperative contract term. The agreement may be renewed at the City's option for one (1) additional one-year term if Tarrant County renews its contract. Renewal of this agreement by the City 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.

The agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, in the Municipal Airport and Water & Sewer Funds. Prior to an expenditure being incurred, the Aviation & Water Departments have the responsibility to validate the availability of funds.

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