

2021-07

Action Memorandum No. _____

Subject:

Authorize the City Manager to Award a Contract for RFP 2021-02, Janitorial Services.

City Manager: Recommend Approval

Signature: _____

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

This action memorandum authorizes administration to sign a contract with Advanced Building Cleaners, LLC. Bids were due on July 29 at 4:00 PM. The City did not receive any other responsive bids.

The City has continuing need for professional cleaning services at a number of City locations, including: City Hall, Library, Fire Department, Public Safety, City Shop, and the Bath House (seasonal). A solicitation for these services was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in the July 8 and July 15 editions of the Bristol Bay Times.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

As the only responsive bidder, Advanced Building Cleaners, LLC should be awarded this contract. The total annual bid of \$50,200 includes the entire supplier costs associated with providing janitorial services. The initial contract period will be for one year from execution with the possibility of up to three (3) annual renewals thereafter.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	