

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: September 18, 2023

Topic:

Approve a Service Agreement with ABM Texas General Services, Inc. for the janitorial services and supplies for City facilities, for a not-to-exceed amount of \$115,000 (RFP 2023-19), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures were included in the Fiscal Year 2023-2024 Budget.

Background:

The proposed services agreement with ABM Texas General Services, Inc. (ABM) is for fiscal year 2024, beginning October 1, 2023, and expiring September 30, 2024, and has the option for three additional one-year renewals. ABM was selected through the Request for Proposals process (RFP 2023-19), which allowed for interested parties to submit their qualifications and proposal to provide janitorial services to City facilities, as well as provide janitorial supplies including toilet paper, paper towels, trash can liners, etc. Four firms submitted sealed proposals, with ABM being selected as offering the best value to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

This item authorizes a service agreement with ABM Texas General Services, Inc. to provide janitorial services and supplies for City facilities. Janitorial services for the first year of the contract will be \$95,161.68, and \$19,838.32 for janitorial supplies, for a not-to-exceed contract amount of \$115,000.

Origination: Project Management

Recommendation:

Staff recommends approving a Service Agreement with ABM Texas General Services, Inc. for janitorial services and supplies for City facilities for an amount not-to-exceed \$115,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: #100-157-6104
100-157-6311

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date