

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Sandy Bradley, Purchasing Agent

Date: March 2, 2009

Subject: Renew the annual contract for Janitorial Services with 3-Way Janitorial, Inc.

Council Action Requested:

Approve the annual contract renewal for Janitorial Services, ITB 2007-013 with 3-Way Janitorial, Inc. for one (1) year beginning March 1, 2009 and ending February 28, 2010.

Background Information:

The original contract was awarded on February 22, 2007. 3-Way Janitorial has been the contractor for Janitorial Services for over 7 years. 3-Way Janitorial knows the City's facilities and made recommendations in the past for cost saving measures. They have qualified staff and meet the City's requirement for security issues.

In addition, 3-Way Janitorial has responded to numerous emergencies for the City in a timely manner. With this renewal, 3-Way Janitorial has requested an increase at the Community Center due to additional activities added during the course of this contract. The requested increase is an additional \$107 per month. Without special services, the total average monthly cost is \$12,356. All other costs are to remain firm.

Board/Citizen Input:

N/A

Financial Considerations:

Funds are budgeted in various departments.

Attachments:

Renewal letter
Tabulation Sheet

Staff Contact:

Sandy Bradley, Purchasing Agent
817-447-(5400) ext. (279)
sbradley@BurlesonTx.com

March 2, 2009
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Sandy Bradley, CPPB
Purchasing Agent
141 West Renfro
Burleson, Texas 76028
817-447-5400 Ext. 279
817-447-5365 Fax

February 11, 2009

3-Way Janitorial Inc.
P.O. Box 209
Joshua, Texas 76058

Re: ITB 2007-013 Annual Contract for Janitorial Services

Dear Mary,

The contract for ITB 2007-013, "Annual Contract for Janitorial Services" ends on February 28, 2009. According to the bid documents, IV. General Specification, C. the City has the option to renew for two additional one year periods following satisfactory delivery of the services specified in the bid. Prices are to remain firm. This is the final renewal option for this contract.

Pending City Council approval and your agreement to renew the new contract period will begin March 1, 2009.

Attached is current pricing for City facilities. You have 10 business days to provide original ACCORD certificates for required insurance.

Please sign the appropriate areas and return an original copy to me no later than February 17, 2009.

Sincerely,

A handwritten signature in cursive script that reads "Sandy Bradley".

Sandy Bradley
Purchasing Agent

I agree to the renewal of this contract.

I do not wish to renew this contract.

A handwritten signature in cursive script that reads "Mary K. Cotten".

Mary K. Cotten

3-Way Janitorial Inc.

A handwritten date "2/12/09".

Date

ITB 2007-013 Annual Contract for Janitorial Services

SECTION ONE - JANITORIAL SERVICES FOR 11 BUILDINGS - Per Month		3-Way Janitorial Joshua, Texas
1.	City Hall	2100.00
2.	Police Department	1350.00
3.	Library	1575.00
4.	City Annex - once per week	275.00
5.	Service Center	1675.00
6.	Senior Adult Center	550.00
7.	Interurban Building	250.00
8.	Fire Station #1	884.00
9.	Fire Station #2	335.00
10.	Animal Control	500.00
11.	Community Center	1578.00
TOTAL COST OF MONTHLY SERVICE		\$11,072.00
SECTION TWO - CARPET CLEANING SERVICES - Per Cleaning		
1.	City Hall	1207.00
2.	Police Department	280.00
3.	Library	902.00
4.	City Annex	75.00
5.	Service Center	288.00
6.	Fire Station #1	85.00
7.	Fire Station #2	85.00
SECTION THREE - STRIP & WAX Per Cleaning		3-Way Janitorial Joshua, Texas
1.	City Hall	335.00
2.	Library	175.00
3.	Police Department	490.00
4.	Community Center (Gymnasium floor not included)	375.00
5.	Senior Center	N/A
6.	Service Center	715.00
7.	Annex	300.00
8.	Fire Station #1	150.00
9.	Fire Station #2	150.00
10.	Animal Control	150.00

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12356.00 MKC

11.	Interurban	150.00
	SECTION FOUR – TILE & GROUT CLEANING – Per Cleaning	
1.	City Hall	325.00
2.	Library	150.00
3.	Service Center	350.00
4.	Police Department	150.00
5.	Animal Control	135.00
	SECTION THREE – ADDITIONAL STAFF HOURS – Hourly Rate/ As Needed	
	Additional Staff Hours	\$25 hr/.50 minute