

Purchase Request #1
Regular Board Meeting December 6, 2016
Consideration of Approval to Contract for Window Cleaning Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase window cleaning services from D&A Building Maintenance, Inc. for the District.

BACKGROUND

D&A Building Maintenance, Inc. has provided window cleaning services to the District for the past three years and has consistently provided great service. Window cleaning is completed twice a year at each campus

An invitation to bid (ITB) Number 4023, was issued to procure window cleaning services for the District. Four (4) responses were received, however, two bidders were disqualified upon opening of the bids due to their failure to attend the mandatory walk through. Bids were evaluated by a team consisting of District Facility Plant Operations Managers who determined that the bid submitted by D&A Building Maintenance, Inc. would provide the best value to the District. The bid submitted by D&A Building Maintenance, Inc. was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The window cleaning service is provided to clean all exterior windows at the facilities to maintain a clean, neat appearance to the facilities creating an inviting and comfortable atmosphere to students, staff, and guests.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$188,520.00. This expenditure is funded by the District Facility Plant Operations 2016-2017 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning December 1, 2016 through November 30, 2019.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

972-758-3837