



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: April 17, 2023

AGENDA ITEM: Consider Approval of Custodial Services Contract

PRESENTER: Chris Campbell, Chief Facilities and Construction Officer and Earl Husfeld, Chief Financial Officer

BACKGROUND INFORMATION:

- In December 2017, the District issued a Competitive Sealed Proposal (CSP) for the procurement of Custodial Services for the District.
- The initial contract period with PBS of Texas, LLC (PBS) was for three (3) years with two (2), one (1) year extensions, at the District's discretion and in the best interest of the District.
- As we discussed with the Board of Trustees during the January 17, 2023 and March 20, 2023 board meetings, with the expiration of the current custodial services contract in Summer 2023, the following timeline was followed for the procurement of custodial services for the District:
 - The Request for Competitive Sealed Proposals (CSPs) for custodial services (CSP 23-021723-2) was issued on February 17.
 - Conducted mandatory pre-proposal site tours for custodial services on February 25. Seven (7) companies attended the required site tours.
 - The due date for submittal of a CSP was March 24.
 - Six (6) responses to the CSP were received.
 - A formal bid opening was held where the Bid Evaluation Committee (the Committee) was present, and all bids were opened and read aloud.
 - Two (2) firms were disqualified for incomplete pricing and/or deviations from the CSP, leaving four (4) qualified submissions.
- The initial agreement outlined in the CSP is for three (3) years with two (2), one (1) year extensions, at the District's discretion and in the best interest of the District. The CSP also states the District has the right to terminate the contract, in whole or in part, for its own convenience and without cause any time upon thirty (30) days prior written notice of termination.
- The CSP provides for a July 1, 2023 start date.
- Based upon this detailed analysis, and taking all factors into consideration, the Committee determined the CSP received from Ambassador Services, LLC provides the best value to Aledo ISD.

FISCAL INFORMATION:

The \$8,181,142.00 cost related to this contract will be paid from 2023-2024 General Fund budgeted funds and included in the 2024-2025, and 2025-2026 General Fund budgets



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ATTACHMENTS:

Bid Tabulation of Qualified CSP Responses

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends the Board of Trustees approve acceptance of the Competitive Sealed Proposal submitted by Ambassador Services, LLC and award them the custodial services contract as presented.