

Purchase Request #1
Special Called Board Meeting November 11, 2016

Consideration of Approval to Contract for Custodial Services at Preston Ridge Campus

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to procure custodial services for the Preston Ridge Campus from UBM Enterprise, Inc. (“UBM”) for the Facility Plant Operations department.

BACKGROUND

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Preston Ridge Campus.

A request for proposal (RFP) Number 4022, was issued to procure custodial services for the Preston Ridge Campus. Ten (10) responses were received and evaluated by a team consisting of Facility Managers from four (4) campuses and the Executive Director of Facilities and Construction. The proposals were evaluated based on experience and qualifications of the company and the proposed team, training programs, quality control plan/procedures, references, projected dollar value and type of equipment to be in place on-site, cost of monthly supplies, and price proposal. The top three (3) ranked vendors were invited to do presentations. It has been determined that the proposal submitted by UBM Enterprise, Inc. would provide the best value to the College. The proposal submitted by UBM was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Custodial services provide a safe, functional, and clean working/learning environment for our students, faculty, staff and guests. Custodial services aim to maintain high quality cleaning standards to prevent the spread of illnesses and safety issues.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$1,875,735.00. This expenditure is funded by the Preston Ridge Campus Facility Plant Operations department’s 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 November 24, 2016 through December 31, 2019.

ATTACHMENTS

Attachment 1 - Proposal Summary
Attachment 2 – Evaluation Matrix

RESOURCE PERSONNEL

Ken Lynn Acting Vice President of Administrative Services/CFO 972-758-3831