

SUPPORTING AGENDA DATA  
BOARD OF DIRECTORS, EDUCATION SERVICE CENTER, REGION 20

May 4, 2016

**PROPOSAL FOR JANITORIAL SERVICES**

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested proposal #1605 be solicited for the purchase of Janitorial Services. Twelve proposals were mailed. Ten responsive proposals were received. A tabulation of the responsive proposals is attached to this agenda item. **The proposal for Janitorial Services, proposal #1605 is awarded to responsive bidder: Alamo Building Maintenance for an estimated annual amount of \$150,240.**

**PROPOSAL FOR STOCK FORMS**

**EXPLANATION:** The Associate Director of Information Technology Services requested that proposal #1604 be solicited for Stock Forms. Four proposals were mailed. One responsive proposal was received. A tabulation of the responsive proposal is attached to this agenda item. **The proposal for Stock Forms, proposal #1604 is awarded to responsive bidder: Rabo Business Forms for an estimated amount of \$12,100.00**

**PROPOSAL FOR PACE PURCHASING COOPERATIVE WEBSITE DEVELOPERS**

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Website Developers to benefit the PACE Purchasing Cooperative membership. Six proposals were mailed. Two responsive proposals were received. A tabulation of the responsive proposals is attached to this agenda item. **The proposal for Website Developers, proposal #P00166 is awarded to responsive bidders: Coolsoft LLC & EzTask.**

**PROPOSAL FOR PACE PURCHASING COOPERATIVE COMPUTER HARDWARE, SOFTWARE, SERVICES & SUPPLIES**

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Computer Hardware, Software, Services & Supplies to benefit the PACE Purchasing Cooperative membership. Seven proposals were mailed. Two responsive proposals were received. A tabulation of the responsive proposal is attached to this agenda item. **The proposal for PACE Cooperative request for Computer Hardware, Software, Services & Supplies, proposal #P00167 is awarded to ARC.**

**JANITORIAL SERVICE – Proposal #1605**

		ABM Janitorial Services	City Wide Maintenance	IQS, Inc.	La Med Facility Maintenance	Treco Services	Alamo Building Maintenance	McLemore Building Maintenance	Maldonado Commercial Services	Jan-Pro of San Antonio	Vega's Commercial Cleaning
Current number of employees		650	65	350	42	45	36	985	22	93	30-35
Ratio of employees to supervisors		10 to 1	6 to 1	10 to 1	8 to 1	5 to 1	10 to 1	7 to 1	10 to 1	4 to 1	10 to 1
Employees to sq. ft. worked		14,889.00	5,000.00	3,250.00	1,250.00	3,500.00	3,500.00	3,568.00	20,000.00	4,000.00	3,500.00
Minimum hours to clean Region 20		40 hours	29.25 hours	52 hours	90 hours	45 hours	40 hours	33.06 hours	55-60 hours	30 hours	36 hours
Minimum number of employees		8	7	6	15	11	10	37 hours	10	4 to 5	9
Monthly cost 9/1/2014 to 8/31/2015		\$ 11,497.00	\$ 10,884.00	\$ 20,661.72	\$ 40,981.25	\$ 17,489.94	\$ 12,520.00	\$ 11,114.00	\$ 20,196.96	\$ 11,786.70	\$ 11,500.00
Monthly cost 9/1/2015 to 8/31/2016		\$ 11,497.00	\$ 11,051.00	\$ 20,661.72	\$ 42,981.25	\$ 18,364.44	\$ 12,720.00	\$ 11,337.39	\$ 20,196.96	\$ 12,140.30	\$ 11,900.00
Monthly cost 9/1/2016 to 8/31/2017		\$ 12,072.00	\$ 11,220.00	\$ 20,661.72	\$ 45,981.25	\$ 19,282.66	\$ 12,920.00	\$ 11,450.77	\$ 20,196.96	\$ 12,504.51	\$ 12,300.00
Annual cost 9/1/2014 to 8/31/2015		\$ 137,964.00	\$ 130,608.00	\$247,940.64	\$ 491,775.00	\$209,879.28	\$ 150,240.00	\$ 133,368.00	\$ 242,363.52	\$ 141,440.40	\$ 138,000.00
Annual cost 9/1/2015 to 8/31/2016		\$ 137,964.00	\$ 132,612.00	\$247,940.64	\$ 515,775.00	\$220,373.28	\$ 152,640.00	\$ 136,048.68	\$ 242,363.52	\$ 145,683.60	\$ 142,800.00
Annual cost 9/1/2016 to 8/31/2017		\$ 144,864.00	\$ 134,640.00	\$247,940.64	\$ 551,775.00	\$231,391.92	\$ 155,040.00	\$ 137,409.24	\$ 242,363.52	\$ 150,054.12	\$ 147,600.00
Total Annual - 1st year		\$ 137,964.00	\$ 130,608.00	\$247,940.64	\$ 491,775.00	\$209,879.28	\$ 150,240.00	\$ 133,368.00	\$ 242,363.52	\$ 141,440.40	\$ 138,000.00
	Possible Points										
Current number of employees	5	5	5	5	5	5	5	5	5	5	5
Ratio of employees to supervisors	5	4	5	4	5	5	4	5	4	5	4
Employees to sq. ft. worked	5	4	4	5	5	5	5	5	3	5	5
Minimum hours to clean Region 20	10	7	4	9	10	7.5	7	6	9	4.5	6.5
Minimum number of employees	10	8	6	5.5	10	9	8	5	8	4.5	7
Performance chargeback	10	1	1	1	10	1	10	1	1	2	1
Monthly cost 9/1/2014 to 8/31/2015	30	28.4	30.0	15.8	8.0	18.7	26.1	29.4	16.2	27.7	28.4
References - experience	15	0	13	14	13	13	13	0	12	12	0
Quality of bid response & training procedures	10	8	10	10	1	8	8	10	8	5	5
<b>TOTAL</b>	<b>100</b>	<b>65.4</b>	<b>78.0</b>	<b>69.3</b>	<b>67.0</b>	<b>72.2</b>	<b>86.1</b>	<b>66.4</b>	<b>66.2</b>	<b>70.7</b>	<b>61.9</b>

**STOCK FORMS – Proposal #1604**

Item #	Vendor ESC #	Rabo Business Forms
1	2078	\$ 20.99
	<b>Total</b>	\$ 2,245.93
2	6185	\$ 55.00
	<b>Total</b>	\$ 302.50
3	6192	\$ 6.95
	<b>Total</b>	\$ 3,725.20
4	6193	\$ 19.95 (\$29.95 for ESC-6)
	<b>Total</b>	\$ 3,132.77
5	6194	\$ 8.95
	<b>Total</b>	\$ 1,118.75
6	6195	\$ 15.35
	<b>Total</b>	\$ 1,564.16

**PACE PURCHASING COOPERATIVE WEBSITE DEVELOPERS – Proposal #P00166**

	Possible Points	Coolsoft LLC	Eztask.com Inc.
Conformance to Term and Conditions	5	5	5
Pricing	38	36	30
Industry and Marketplace Successes	5	5	5
Bidders ability to deliver and service to PACE members	10	8	8
Bidders marketing plan	5	4	4
Value added attributes	5	5	4
Invoicing payment terms	2	2	2
Warranty coverage	10	9	9
Selection and variety of products and services offered	20	20	19
<b>TOTAL</b>	<b>100</b>	<b>94</b>	<b>86</b>

**PACE PURCHASING COOPERATIVE COMPUTER HARDWARE, SOFTWARE, SERVICES & SUPPLIES – Proposal #P00167**

	Possible Points	ARC	ClassLink
Conformance to Term and Conditions	5	5	5
Pricing	38	35	28
Industry and Marketplace Successes	5	5	5
Bidders ability to deliver and service to PACE members	10	9	5
Bidders marketing plan	5	4	4
Value added attributes	5	5	3
Invoicing payment terms	2	2	2
Warranty coverage	10	9	9
Selection and variety of products and services offered	20	20	10
<b>TOTAL</b>	<b>100</b>	<b>94</b>	<b>71</b>