

**Purchase Request #1  
Regular Board Meeting October 22, 2019  
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 Services for the District.

**BACKGROUND**

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

Invitation to bid (ITB) Number 4258 was issued to procure window cleaning services. Three (3) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers who determined the bid submitted by D&A Building Services would provide the best value to the District. The bid submitted by D&A Building Services 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)**

This purchasing request is for spend authorization of \$400,000 for three (3) years, which is budgeted in the District Facility Plant Operations departments' FY20 operating budget and subsequent years' budgets subject to Board approval. The previous three-year contract spend amount was \$172,925. The requested spend authorization will allow for addition of the new campuses and buildings to the contract during the three-year period.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning December 1, 2019 through November 30, 2022.

**RESOURCE PERSONNEL**

Jason Parry

Executive Director of Facilities & Construction

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