# RIVER ROAD INDEPENDENT SCHOOL DISTRICT BOARD OF EDUCATION AMARILLO, TEXAS

Agenda Item No.: 1 Date: Friday, May 27, 2011

Related Page(s): This page

Subject: Custodial Bid Presented By: Mike Hodgson

Business Manager

#### ACTION

## BACKGROUND INFORMATION:

At the February 2011 Board Meeting, the Board voted to extend the contract of Frisbie Janitorial Services for two years. Shortly thereafter, it was discovered that there was confusion over the cost to the district both in what had been proposed and what had been approved by the board.

Mr. Frisbie had offered to extend the contract at the same cost. However, while the second year of the contract called for a reduction in the monthly payments to Frisbie from \$53,500 per month to \$48,556 per month, the invoices for that year did not reflect the reduction and the first eleven payments made for the year were all made at the \$53,500 amount. When preparing the twelfth payment in April, the discrepancy was noticed and a meeting was held with Mr. Frisbie to bring the problem to his attention and to determine a mechanism to recover the overpayment for the school district. An agreement was reached to recover half the money in April and half in May, 2011. The issue of what rate the contract extension should be at was also discussed, and it was agreed, pending Mr. Owen's approval, the amount would be \$52,028 per month, the average of the first two years of the contract.

A letter was written to Mr. Frisbie to formalize those agreements. Prior to mailing the letter, it was reviewed by Fred Stormer, the school district's attorney. Mr. Stormer stated that the letter was excellent, but he had a problem with the extension because the original contract never included a mechanism to determine the rate of an extension. After considerable review, Mr. Stormer advised the school district that we should extend Frisbie's contract for one month (the month of May) at the \$48,556 rate (under the \$50,000 limit for when bidding was required) and the district should rebid the contract.

A request for proposal was prepared and advertised. Several companies have expressed interest. Proposals are due 5/26. We will provide you with information about the proposals received at the Friday meeting.

#### PRESENTATION/PURPOSE:

This is the presentation of a request for your approval for RRISD to contract with the best proposal received to provide custodial services for the school district for the next two years, beginning June 1, 2011.

## BOARD ACTION REQUESTED

Approve the proposal received from \_\_\_\_\_ and authorize Superintendent Owen to sign the contract to execute the agreement.