

Purchase Request #10
Regular Board Meeting October 22, 2019
Consideration of Approval of Additional Funds for
Custodial Services at Frisco Campus

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of custodial services at the Frisco 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 Frisco Campus.

A request for proposals RFP Number 4022 was issued to procure custodial services at the Frisco Campus for the Facility Plant Operations Department. Tracking of spend volume is accomplished through the Purchasing Department’s eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

The requested increase is due to the use of unscheduled labor for assistance with projects such as conference center setups, special cleaning projects, and exterior power washing of the buildings and exterior furnishings. 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 Board approved the original contract in November 2016 for a total amount of \$1,875,735. This purchasing request is for spend authorization for an additional \$35,000 which is budgeted in the Frisco Campus Facility Plant Operations Department’s FY20 operating budget.

MONITORING AND REPORTING TIMELINE

The term of the contract is November 24, 2016 through December 31, 2019.

RESOURCE PERSONNEL

Jason Parry

Executive Director of Facilities & Construction

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