

Purchase Request # 3
Regular Board Meeting October 23, 2018
Consideration of Approval to Purchase Custodial Services
for the Courtyard Center

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase custodial services for the Courtyard Center from UBM Enterprise, Inc. (UMB)

BACKGROUND

This contract will provide all labor, equipment, and materials needed to perform custodial services at the Courtyard Center. UBM has been providing exceptional custodial services at the Frisco Campus for more than a year. Request for proposal (RFP) Number 4186 was issued to procure custodial services for the Courtyard Center. Five (5) responses were received and evaluated by a team consisting of Facility Managers from three (3) campuses and the Executive Director of Facilities and Construction. The top two scoring vendors were interviewed by the evaluation committee. During the interview process, Global Building Maintenance did not follow instructions provided for the interview, the samples of paper products they provided were poorer quality than specified in the RFP and they indicated they currently did not have adequate staff to fulfill the contract. It has been determined that the proposal submitted by UBM Enterprise would provide the best value to the District. The proposal submitted by UBM Enterprise 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 the 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)

This purchasing request is for spend authorization for \$380,000.00 for three (3) years, which is budgeted in the Courtyard Center Facility Plant Operations departments' FY19 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning January 1, 2019 through December 31, 2022.

ATTACHMENTS

Attachment 1 – Tabulation

Attachment 2 – Price Evaluation

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

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