



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		March 28, 2011			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Dianna Wike x7549</b>					
<b>CAPTION</b>					
Bid No. 2011-35-C, for Custodial Services - Various Locations, to OJS Systems, Inc., in the estimated annual amount of \$1,055,808, and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2010-11 into 2011-12</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	1,532,445	615,888	<b>2,148,333</b>
Encumbered/Expended Amount		0	-726,162	0	<b>-726,162</b>
This Item		0	-439,920	-615,888	<b>-1,055,808</b>
BALANCE		0	366,363	0	<b>366,363</b>
<b>FUND(s):    GENERAL FUND</b>					
<p><b>COMMENTS:</b> Partial year funding for this item is included in the 2010-11 Facilities Services Budget. This item, in the total amount of \$1,055,808, spans fiscal years starting in 2010-11 for approximately 5 months, \$439,920, and goes into 2011-12 for the remaining 7 months, approximately \$615,888. The 2011-12 portion will be covered within approved budget appropriations. The current year remaining funds will be used for other maintenance agreements.</p> <p><b>STRATEGIC PLAN GOAL:</b> Custodial service contracts relate to the City's Goal of Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
Staff recommends bid of OJS Systems, Inc., in the estimated annual amount of \$1,055,808, be accepted as the lowest responsive, responsible bid, and conditioned upon timely execution of any necessary contract documents. This will establish an annual fixed price contract, with four (4) optional one year renewals, for Custodial Services - Various Locations.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memorandum					
Bid Recap					



*Phil Dyer*  
Mayor

*Lee Dunlap*  
Mayor Pro Tem

*Pat Miner*  
Deputy Mayor Pro Tem

*Ben Harris*  
Place 2

*André Davidson*  
Place 3

*Lissa Smith*  
Place 4

*Harry LaRosiliere*  
Place 5

*Jean Callison*  
Place 7

*Bruce D. Glasscock*  
City Manager

**DATE:** March 9, 2011

**TO:** Dianna Wike, Buyer Supervisor

**FROM:** Richard Medlen, Facilities Maintenance Superintendent *RM*

**SUBJECT:** Bid No. 2011-35-C Custodial Services Various Locations

I have reviewed the bids submitted for contracted custodial services for various City facility locations. The review and analysis results of the bid indicated that X-Press Janitorial Cleaning did not attend the required site visits therefore deemed nonresponsive to the specifications. Service Master Superior did not provide the required worksheets per bid specifications therefore the bid is deemed nonresponsive. Village Wolf Cleaning Service did not provide the required work history and experience per bid specifications therefore their bid is deemed nonresponsive.

It has been verified that the bid submitted by OJS System's Inc meets bid specifications for Green Seal Cleaning in the amount of \$1,055,808.00 therefore providing the lowest responsive, responsible bid and is recommended to be awarded the bid.

The amount bid is within the established budget of \$1,100,000 annually for contracted custodial services and funding is in cost center 353 account number 6312.

Please let me know if you have any questions.

/lcp

cc: Jim Razinha  
Robert Newby  
Elizabeth Dorrance

# CITY OF PLANO

## Bid NO. 2011-35-C CUSTODIAL SERVICES – VARIOUS LOCATIONS BID RECAP

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**Bid opening Date/Time:** February 8, 2011 @ 3:00pm

**Number of Vendors Notified:** 1178

**Vendors Submitting “No Bids”:** 0

**Number of Bids Submitted:** 15

X-press Janitorial Cleaning	\$46,793.60
ServiceMaster Superior	\$924,625.80
Village Wolf Cleaning Service Inc	\$954,671.95
OJS Systems Inc.	\$1,055,808.00
Quest Facility Services Inc.	\$1,071,000.49
Americas Corporate Building Maintenance	\$1,080,906.00
UBM Enterprise Inc.	\$1,098,682.56
Federal Janitorial	\$1,105,573.40
International Building Service	\$1,128,812.00
Gylan Building Services Inc.	\$1,177,040.10
EagleBuild Maint CoInc.dbaServiceMaster	\$1,213,446.56
Oriental Building Services	\$1,246,089.00
Andrews Building Service Inc.	\$1,255,796.54
Nationwide Janitorial Corp.	\$1,465,145.04
Member's Building Maintenance LTD	\$1,596,221.25

**Bids Evaluated Non-Responsive to Specifications:** 6

- X-press Janitorial Cleaning did not attend the required site visit
- Service Master Superior did not provide the required worksheets
- Village Wolf Cleaning Service Inc. did not provide the required work history and experience.
- Quest Facility Services Inc. did not provide references for their current company. The company that they provided references for no longer exists.
- Americas Corporate Building Maintenance did not attend the required site visit
- Nationwide Janitorial Corporation did not attend the required site visit

**Recommended Vendor(s):**

OJS Systems, Inc. \$1,055,808.00

*Dianna Wike*

March 9, 2011

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Dianna Wike, Buyer Supervisor

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Date