

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

April 21, 2008

CALL TO PODIUM:

Pete Geiling, Capital
Projects/Facilities Director

RESPONSIBLE STAFF:

Pete Geiling, Capital
Projects/Facilities Director

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract for Cleaning Services for Various City Facilities (\$329,992)

SUPPORTING BACKGROUND:										
<p>On March 6, 2008, the City solicited bids, for cleaning services of all City Facilities. The bid includes requirements for Green Cleaning utilizing cleaning products and methods that reduce exposure to building occupants and maintenance personnel to potentially hazardous chemical contaminants that adversely impact air quality, occupant well being, and the environment. Additionally, the Cleaning Program will serve as a submittal to the US Green Building Council to demonstrate the intent for a “green cleaning & housekeeping” innovation credit.</p> <p>On April 7, 2008, four bids were received and are listed below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr><th>Bidders</th><th>Bid Tabulation</th></tr> </thead> <tbody> <tr><td><i>USSI</i></td><td>\$329,991.65</td></tr> <tr><td>Camco</td><td>\$396,859.22</td></tr> <tr><td>Full-Brite</td><td>\$435,706.68</td></tr> <tr><td>Multicorp</td><td>\$856,166.48</td></tr> </tbody> </table> <p>Staff has checked references and is recommending an award to the low-bidder, United States Service Industries (USSI).</p> <p>Funding of approximately \$55,000 for the remainder of FY 2008 (May and June) is available in the operating budget. The remaining funding (\$274,992) will be requested in the FY 2009 Operating Budget.</p>	Bidders	Bid Tabulation	<i>USSI</i>	\$329,991.65	Camco	\$396,859.22	Full-Brite	\$435,706.68	Multicorp	\$856,166.48
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DESIRED OUTCOME:
Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling Date of City Council Meeting: April 21, 2008

AUTHORIZING

Purchase ___ Award Contract X Transfer Funds ___ Negotiate/
Execute a Contract ___

BID INFORMATION:

Advertisement Date March 6, 2008
Newspaper(s) Washington Post

Bids Opened/Tabulated (date) April 7, 2008

DESCRIPTION OF ITEM(S):

Contract cleaning services for all City Facilities, except Senior Center, Kentlands Mansion, and 50 Desellum.

CONTRACTED/PURCHASE FROM:

Company Name: USSI, Inc.

Street Address 4330 East West Highway, Suite 200

P. O. Box Number _____

City/State/Zip Bethesda, MD 20814

CONTRACT/PURCHASE AMOUNT: \$ \$329,992.00

Check One: In the Amount of X Not to Exceed _____

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget ___

FY 2008 - \$55,000

FY 2009 - \$274,992

Account Number: 536300 (See attached spread sheet for all activities)

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept.

Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CLEANING
SERVICES (GREEN CLEANING) FOR VARIOUS CITY FACILITIES

WHEREAS, an Invitation For Bid (IFB) for Cleaning Services for various City facilities was duly advertised in the March 6, 2008 issue of the *Washington Post*, and bids were received on April 7, 2008 from four firms; and

WHEREAS, the bids were reviewed and references checked according to the criteria in the IFB; and

WHEREAS, United States Service Industries (USSI), Inc., was the lowest responsive and responsible bidder; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the lowest bidder meeting City specifications:

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract for Cleaning Services for various City facilities to USSI, Inc., 4330 East West Highway, Suite 200, Bethesda, Maryland 20814, in the estimated amount of Three-Hundred Twenty-Nine Thousand Nine Hundred Ninety-Two Dollars (\$329,992); said funds of Fifty-Five Thousand (\$55,000) will be expended from the FY 2008 Operating Budget and the remaining Two Hundred Seventy-Four Nine Hundred Ninety-Two Thousand (\$274,992), will be budgeted in the FY 2009 Operating Budget.

ADOPTED by the Mayor and City Council this 21st day of April, 2008.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 21st day
of April, 2008.

James D. Arnoult, Acting City Manager