April 21, 2016

To: ACHD Commission
   Bruce Wong, Director

From: Don Roell, Facilities Specialist

Subject: FY2015/2016 Custodial Services MD-301 Piggyback/Supplemental Agreement

Agenda Date: May 25, 2016

Facts and Findings:
On May 13, 2015 ACHD formally opened bids for the FY2015 Custodial Service. Three firms obtained the Contract Documents from ACHD Contract Administration Office. Two firms submitted proposals for this procurement. The proposals were reviewed by Contract Administration Office to insure compliance with Idaho law and ACHD Policy.

The ACHD Commission approved and the Commission President executed the Agreement with Clearview Cleaning Service, Inc. (CCS) based on Staff recommendation.

CCS has performed their duties at a consistently very good rating for the period from June 20, 2015 to present. CCS is willing to extend the Agreement for another year at the same unit pricing and specifications as the current Agreement.

In addition, last year’s Bid Proposal from the competitive bidder was significantly higher than that of CCS ($110,225.60 versus $85,820.00); Staff finds that the previous year’s cost is a good value for ACHD. Facilities would like to extend the Agreement with CCS for another one (1) year period.

Pursuant to Idaho Code, Section 67-2803(1), ACHD is authorized to undertake a procurement of services, exempt from the requirements of Title 67, Chapter 28, when the procurement duplicates the price and substance of a contract for like services that has been competitively bid by the state of Idaho, one of its political subdivisions, or an agency of the federal government.

Fiscal Impacts:
None. Maintenance budgeted sufficient funds for FY2016/2017 Custodial Services in the 493-4300 account.

Staff Recommendation:
Staff recommends the ACHD Commission approve and the President execute the Supplemental Services Agreement with CCS which increases the original not-to-exceed Agreement amount of $85,820.00 to $171,640.00 and extends it by one year.

cc: Timothy R Morgan, Maintenance Deputy Director