

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE April 21, 2015	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Randy Dixon, Operations Administrator
 Jim Hossley, Director of Public Works *JH*

THROUGH: Rodger Craddock, City Manager *RC*

ISSUE: Award Janitorial Contract

BACKGROUND:

The City has contracted with Bay Area Enterprise (BAE) for janitorial services from 2013 to 2015. The contract is due to expire April 2015. BAE is a nonprofit organization and is exempt from the competitive bidding process under ORS 279C 335 (1) (a). City staff has been pleased with the level of service provided by BAE. BAE services City Hall five days a week, the City Shops three days a week, and the Visitor's Information Center six days a week.

BAE has submitted their proposal for the 2015/2016. Each facility is broken out separately and is task specific.

	<u>City Hall</u>	<u>City Shops</u>	<u>VIC</u>	<u>Total Amount Paid</u>	
2015/2017 Proposal:	\$2,686.88	\$328.68	\$1,210.81	Per Month	\$ 4,226.37
				Annual	\$ 50,716.44
2013/2015 Contract:	\$2,245.91	\$281.65	\$ 999.70	Per Month	\$ 3,527.26
				Annual	\$ 42,327.12
		2015/2017		Monthly Increase	\$ 699.11
				Annual Increase	\$ 8,389.32

ADVANTAGES:

Entering into a two year contract, we can avoid the costs and time involved with the RFP bidding process. We have contracted with BAE since 2011. This margin of increase is reasonable and comparable to the cost of living. BAE has established routines and are consistent. They have a low turnover of help. They communicate well with staff, are polite and friendly to our customers.

DISADVANTAGES:

None

BUDGET IMPLICATIONS:

2015/2017 proposal will increase the existing line item by approximately \$8,389 annually, funds come from the following accounts; a.) City Hall 1-170-520-2100, b.) Visitors Information Center 05-410-2480, c.) City Shops 02-320-520-2100.

RECOMMENDATION

If it pleases Council, approve the proposed 2015/2017 BAE, Inc. contract for janitorial services for City Hall, Visitor's Information Center and City Shops at annual cost of \$50,716.44.