

**City of Dillingham Action Memorandum**

Agenda of: October 16, 2014

**Action Memorandum No.** 2014-16

**Subject:**

Authorize the City Manger to Execute a Contract with Advanced Building Cleaners for Janitorial Services

  
Acting City Manager: Recommend Approval

Signature: \_\_\_\_\_

Route to	Department Head	Signature	Date
X	Finance Director	<i>Carol Shade</i>	<i>10/14/14</i>
X	Acting City Clerk	<i>Bernadette Packa</i>	<i>10/14/14</i>

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- Bid Tabulation

**Summary Statement:**

The purpose of the Action Memorandum is to authorize the City Manager to execute a one year contract with Advanced Building Cleaners for Janitorial Services commencing on November 1, 2014. An option to renew for up to three years will be included.

RFP 14-18 was publicly advertised for the required period of solicitation.

Three bids were received, and the lowest bid was provided by Advanced Building Cleaners.

**Action Memorandum No. 2014-16**

**Summary Statement continued:**

**PASSED and APPROVED** by a duly constituted quorum of the Dillingham City Council  
on Oct. 16, 2014.



Handwritten signature of the Mayor, consisting of a stylized cursive name followed by a horizontal line.

Mayor

**ATTEST:**

**[SEAL]**

Bernadette Packa  
Acting City Clerk

**City of Dillingham  
Fiscal Note**

Agenda Date October 16, 2014

Request:

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <p align="right">\$ 51,900.00</p>		FUNDING SOURCE <p align="center"><b>General Fund &amp; Harbor</b></p>	
FROM ACCOUNT		Project	
1000 7780 xx xx 0000 0	\$ 46,900	Annual Janitorial Contract	
2400 7780 70 73 0000 0	\$ 5,000		
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date: 10/16/2014	

**EXPENDITURES**

OPERATING	FY15	FY16	FY17	FY18
Personnel				
Fringe Benefits				
Contract				
Major Equipment				
Land/Buildings				
Janitorial	51,900.00			
<b>TOTAL OPERATING</b>	<b>\$ 51,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Capital	\$ -			
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REVENUE				
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**FUNDING**

General Fund	\$ 46,900.00			
State/Federal Funds				
Harbor	5,000			
<b>TOTAL FUNDING</b>	<b>51,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See AM 2014-16

PREPARED BY: Carol Shade

October 16, 2014

DEPARTMENT: Finance Department

October 16, 2014

**RFP 14-18 Janitorial Services**  
**Bid Opening Results**

Deadline to receive bids: October 9, 2014 – 4 PM

Bidders responding to RFP 14-18 in a timely manner:

1. Southwest Alaska Cleaners
2. Advanced Building Cleaners
3. CCS

Contractor	City Facilities Including Bath House	City Facilities Without Bath House	Bath House Alone (Seasonal)
Southwest Alaska Cleaners Spencer Reed		Monthly \$5,703.33 Yearly \$68,439.96	
Advanced Building Cleaners Mike Larsen	Monthly \$5,158.33 Yearly \$51,900.00	Yearly \$46,900.00	Yearly \$5,000.00
CCS David Ewald		Yearly \$49,250.00	

Bids were opened at 4:00 PM, October 9, 2014 in the Small Conference Room at City Hall, by Acting City Clerk, Bernadette Packa and City Planner, Jody Seitz.

The apparent low bidder was Advanced Building Cleaners.