City of Dillingham Action Memorandum Agenda of: September 2, 2021
Action Memorandum No
Subject:
Authorize the City Manager to Award a Contract for RFP 2021-02, Janitorial Services.
City Manager: Recommend Approval Signature:
Fiscal Note: Yes No Funds Available: Yes No
Other Attachments:
Summary Statement:
This action memorandum authorizes administration to sign a contract with Advanced Building Cleaners, LLC. Bids were due on July 29 at 4:00 PM. The City did not receive any other responsive bids.
The City has continuing need for professional cleaning services at a number of City locations, including: City Hall, Library, Fire Department, Public Safety, City Shop, and the Bath House (seasonal). A solicitation for these services was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in the July 8 and July 15 editions of the Bristol Bay Times.
(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

As the only responsive bidder, Advanced Building Cleaners, LLC should be awarded this contract. The total annual bid of \$50,200 includes the entire supplier costs associated with providing janitorial services. The initial contract period will be for one year from

execution with the possibility of up to three (3) annual renewals thereafter.

Action Me	morandum No	
Summary	Statement continued:	
i.		
DASSED	nd ADDROVED by a duly can	etituted querum of the Dillingham City Council
on Septe	mber 02, 2021.	stituted quorum of the Dillingham City Council
	•	(sleept)
		Mayor
ATTEST:		[SEAL]
Keln B	rala Bury	
City Clerk		
Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	

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City Clerk

City of Dillingham Fiscal Note

Agenda Date: Septe	ember 2, 2021									
Contractual Janitorial Serv 9/01/2021	vices for City	of Dillingham	buildings	awarded to	Advano	ced Buildin	ng Clean	ers Effective		
ORIGINATOR: Fir	nance Director	<u>r</u>								
FISCAL ACTION (TO BE COMPLETED BY FINANCE)					FISCAL IMPACT YES NO					
AMOUNT REQUESTED: \$50,200					FUNDING SOURCE City of Dillingham					
FROM ACCOUNT 1000 7780 30 31 0000 0 2400 7780 70 73 0000 0		B&G Janitorial Bathhouse Janitorial		Project Janitorial for City Buildings						
TO ACCOUNT:		VERIFIED BY:		nita Fuller Date		Date:	8/30/2021			
EXPENDITURES										
OPERATING		FY22	F	Y23	I	FY24		FY25		
1000 7780 30 31 0000 0	\$	41,300.00	\$	4,100.00						
2400 7780 70 73 0000 0		3,000.00		1,800.00						
TOTAL OPERATING		44,300.00	\$	5,900.00	\$	-	\$	-		
CAPITAL	\$	-								
	<u> </u>		1				T			
REVENUE		-								
FUNDING	<u> </u>		1				1			
Special Revenue Fund		39,300.00								
(Not Budgeted)		5,000.00		5,900.00						
(Not Budgeted)										
(Not Budgeted)										
TOTAL FUNDING		44,300.00	\$	5,900.00	\$	-		\$ -		
POSITIONS										
Full-Time										
Part-Time										
Analysis: (Attach a separa	te page if nec	essary)		See Actio	on Mem	orandum 2	2021-07			
Approval would require an	n amendment	to the FY22 B	udget of \$	5,000						
PREPARED BY: Anita Fuller					August 30, 2021					
DEPARTMENT: Finance					•	8	· - · - · - · -			
APPROVED BY:					•					