

City of Bethel Action Memorandum

Action memorandum No.	17-20		
Date action introduced:	3-14-2017	Introduced by:	City Manager Williams
Date action taken:	3-14-2017	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	LS		

Directing the City Manager to enter into a contract with the top bidder for a janitorial contract for OCS.

Route to:	Department/Individual:	Initials:	Remarks:
X	Hansel Mathlaw, Purchasing Agent		
X	Peter Williams, City Manager		
X	Patty Burley, City Attorney	<i>PB</i>	Approve

Attachment(s): Copy of RFP; Draft Contract

Amount of fiscal impact:	Account information:
No fiscal impact	
Funds are budgeted.	
Funds are not budgeted. Budget modification is required.	
Grant funding.	

Summary Statement:

On November 17, 2016 the City of Bethel issued a Request for Bids for janitorial services for the vacant space at the Nora Guinn Court Complex. The bid was in anticipation of a new tenant soon occupying the vacant space.

The bids closed on December 7, 2016 with two (2) valid bids having been received. The lowest bid for the vacant space was issued a notice of intent to award. The other was issued a notice that no award would be forthcoming.

The bids were:

Kagista Janitorial	\$410 per month
Midnight Sun Cleaning	\$535 per month

While no official line item for janitorial services was built into the budget for FY 17 (since the space had been vacant for some time), the anticipated janitorial costs were built into the rent calculations. A lease for the vacant space was approved by the City Council on February 14, 2017 (Ordinance 17-07). The new tenant moved into the space on March 1, 2017.