

City of Bethel Action Memorandum

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|-------------------------|---------------|--|---------------------------------|
| Action memorandum No. | AM 17-47 | | |
| Date action introduced: | July 11, 2017 | Introduced by: | City Manager Williams |
| Date action taken: | July 11, 2017 | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Confirmed by: | <i>KM</i> | | |

Authorize the City Manager to negotiate and potentially contract with Midnight Sun Cleaning Services, LLC for janitorial services for the Department of Law

| Route to: | Department/Individual: | Initials: | Remarks: |
|-----------|-----------------------------------|-----------|-------------------|
| X | Jim Chevgny, Purchasing Agent | | |
| X | Patty Burley City Attorney | <i>PB</i> | Contract approved |
| X | Peter A. Williams City Manager | | |

Attachment(s): Copy of Request for Bid; Copy of Notice of Potential Non-Responsiveness; Draft Contract

| Amount of fiscal impact: | | Account information: |
|--------------------------|---|----------------------|
| | No fiscal impact | |
| | Funds are budgeted. | |
| xx | Funds are not budgeted. Budget modification is required. | 53-55-663 |
| | Grant funding. | |

The City of Bethel issued a Request for Bids for janitorial services for the Department of Law. On the day of the bid opening, two responses were received. After a review of the bids – one was questioned as potentially unresponsive: it was for an amount very similar to one provided previously and not honored (bidder claimed they misunderstood the size of the area on the RFB).

A notice of potential non-responsiveness was issued to the apparent low-bidder via certified mail (with a copy to the other bidder as well). The certified mail was timely received yet a response was never issued to the issue as requested. As a result, the bid was disqualified as unresponsive.

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On June 23, 2017 all parties were formally notified of either acceptance or non-acceptance of the bid. No protests were filed.

Bid(s) were as follows:

Kagista Janitorial - \$6,600 annually (rejected as non-responsive)

Midnight Sun Cleaning - \$18,600 (annually)